

MINUTES
Cheshire County Commissioners Meeting
Wednesday August 10, 2016 09:30AM
Department of Corrections
825 Marlboro Road
Keene, NH 03431

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

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

At 9:30AM Chair Rogers opened the meeting and recognized ACA Bouchard who provided the following report:

Bouchard said that the main steam heat exchanger at Maplewood Nursing Home has failed and an investigation into the cause is underway. He that the backup unit that has not been used in a number of years is being pressure tested and the circulating pumps will also need to undergo a complete testing cycle. A representative of the heat exchanger manufacturer will be on-site this week to review the cause of the failure and to make recommendations on how to proceed. Bouchard also said that the replacement of the unit has been estimated at \$40,000.00.

Bouchard then reminded the Commissioners that the Executive Committee will be meeting on Monday August 15th at 10:00AM in the Commissioners Conference room.

The New Hampshire Association of County Awards nominations process has thus far only yielded one nomination. Bouchard will send out a reminder to the department heads this week.

Bouchard then discussed the progress of the America's Job Promise Grant and said that a good deal of progress has been made in completing the application and especially in lining-up partners and participating agencies that will be involved with the grant if it is awarded. He went on to say that based on the interests of the collaboration partners the total grant amount being sought is approximately \$2,500,000.00.

Director Trombly then reported out on a one-time shift bonus that was needed to fill weekend shift vacancies at the nursing home. She said that an extra one (1) dollar bonus was offered after the schedulers were unable to fill the shifts staffing needs. After the bonus was granted the positions were filled by staff who signed-up based on the attraction of the extra dollar per hour.

Superintendent Van Wickler then said that bid responses to the RFP that were issued for the balancing of the HVAC systems at the jail are due by Monday August 15th. Following a short discussion, the Commissioners recommended that a review committee composed of the DOC facilities manager Barlow, ACA Bouchard, Administrator Coates, and other staff be assembled to review the bids and return to the Commissioners with a recommendation.

Master Agenda Item #402: Employer Support of the Guard and Reserves (ESGR) Award was then taken-up and the Commissioners meeting adjourned to the DOC training room for the presentation.

MINUTES
Cheshire County Commissioners Meeting
Wednesday August 10, 2016 09:30AM
Department of Corrections
825 Marlboro Road
Keene, NH 03431

David H. Quinn, State Chairman, Michael Pacheco, Employer Support Specialist, John Willbarger, Employment Coordinator, and other ESGR staff provided an overview of the NH Employer Support of the Guard and Reserves program and discussed the importance of the program to members of the guard and reserves. Quinn said that Sgt. Eldridge of the DOC submitted a number of the DOC senior staff for the awards as way of thanking them and the County for the support that he and his family received while he was deployed.

“Patriot Awards” (certificates and individual medallions) were given to the following DOC staff members for their help and assistance to Sgt. Eldridge and his family during the ceremony;

Richard Van Wickler, Superintendent
James Erwin, Capt.
Michael Thompson, Capt.
Michael Ouellette, CSM
Brandon Foskett, MSG
Alfred Beyer, CSM
Hank Colby, Maj.
Randy Hall, Capt.
John Mousseau, Maj.

A “Above and Beyond” award plaque was presented to Superintendent Van Wickler and to the County Commissioners recognizing the County for their support of the program.

The award meeting then concluded and the Commissioners returned to the executive conference room to resume the weekly Commissioners meeting.

Superintendent Van Wickler then discussed an incident that recently occurred that placed the kitchen’s refrigerators and freezers at risk when cooling was lost to the units. He cited the work done by facilities manager Barlow and had Barlow walk the Commissioners through the discovery of the outage and the resolution process that discovered and fixed the cooling unit that failed. Barlow said that the cause of the failure was traced to a burned wire that was improperly installed on the cooling unit apparently when the building was constructed. He said that because of this discovery all of the units in the building will now be inspected to ensure that this type of event will not re-occur.

The Commissioners thanked Barlow for his work and his report and took-up Master Agenda Item #403: Quarterly Report – Department of Corrections.

Van Wickler introduced Captain Knowles, the DOC training coordinator, who discussed personnel staffing and retention issues since the first of the year.

MINUTES
Cheshire County Commissioners Meeting
Wednesday August 10, 2016 09:30AM
Department of Corrections
825 Marlboro Road
Keene, NH 03431

Knowles stated that out of the total of 56 staff positions there were three (3) openings and that all three positions have just been filled and the personnel will begin employment shortly. He said that since the beginning of the year there have been thirteen (13) new hires replacing personnel who have left the facility. Van Wickler said that a new national study states that the average length of employment for all prison and jail officers is only one and half (1.5) years.

Knowles said that there are currently twelve (12) uncertified Correctional Officers (C.O.'s) who are in the process of certification training and that three (3) will be certified shortly. A discussion of the change over from Group II to Group I retirement began and both Knowles and Van Wickler said that there has been no impact on hiring or retention since the changeover.

Major Mousseau was then introduced to provide an overview of a recently completed trip to the National Institute of Corrections conference that he and Knowles and James Irwin had recently returned from. He said that the conference was on the principals of direct supervision of inmates and that the process was now the predominate method of inmate management throughout the country. He also said that Cheshire County was recognized as one of the exemplar's as it is one of a few facilities that has fully implemented the program for the entire facility and was recognized for its experience and expertise at the conference.

Van Wickler then discussed an upcoming training opportunity that could be held at the DOC if the Commissioners approved the class. He said that Tom Schoolcraft, a former employee at DOC has become certified as a Reentry Employment Specialist by the National Institute of Corrections. This program is for all practitioners who assist individuals with a criminal history to prepare for employment and ultimately job retention. The training would be held on three (3) consecutive Fridays, September 9th, 16th, and 23rd and would be open to all prison and jail facility personnel who are interested in learning how to create and run effective inmate employment reentry programs.

Following a short question and answer period the Commissioners approved holding the program at the DOC.

Captain Scott McLaughlin who runs the facility transportation program was then introduced and discussed the program and a possible expanded role for the County transport program. He said that a private company that used to provide the bulk of inmate transports for Vermont was closing and it is being contemplated to distribute the work between three (3) other providers including the County program. He said that the bulk of the transports would probably involve the same group of federal inmates now being transported but with an expanded number of transports within Vermont to and from the courts and other retention facilities.

An extended discussion began about the cost of the program and the impact on the cost if the program were expanded in a significant manner to serve a larger geographic area.

MINUTES
Cheshire County Commissioners Meeting
Wednesday August 10, 2016 09:30AM
Department of Corrections
825 Marlboro Road
Keene, NH 03431

At 11:32AM 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 and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.

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

At 11:44AM The Commissioners unanimously voted to return to public session.

Director Trombly was then recognized to discuss Master Agenda Item #404: Quarterly Report – Finance.

Trombly presented the following report to the Commissioners:

Second Quarter 2016 County Budget Review – S. Trombly, Director of Finance

At the end of the second quarter, **revenues** adjusted for the tax collection pattern have reached 51.64% of the budgeted revenue projections with the Nursing Home having achieved 48.00%. As revenues should be at 50%, this indicates that revenues are ahead of expectations for the General County but running short for the Nursing Home. The totals combined provide for an excess of approximately \$303,000.

At the end of the second quarter, **expenses** are below budget by \$516,497 after adjusting for major items that have not been expended due to timing Overall county expenses are at 49.26% spent and Maplewood having expended 47.42% of their appropriated budget. As you review the second quarter reports, the following areas may be of interest:

Revenues: General County

Municipal Assessment is a 0.00% of the projected budget. This remains at zero for most of the year until the Department of Revenue Administration provides the appropriation listing and the bills have been mailed. Taxes will be due by December 19th for 2016.

Registry of Deeds are at 52.03% of the budgeted projections. As recorded documents tend to be slower in the winter months, it is likely as the year progresses that this revenue will hit projections for 2016.

Federal Inmates revenues have already achieved 93.80% of the 2016 budgeted revenues. The 2016 census is budgeted for 27 Federal Inmates. To date the average census has been 51 with a

MINUTES
Cheshire County Commissioners Meeting
Wednesday August 10, 2016 09:30AM
Department of Corrections
825 Marlboro Road
Keene, NH 03431

high of 63. If these census levels continue, year- end could result in a potential excess of \$800,000.

Sale of Timber — currently remains at zero, however the loggers have recently started and the revenues should meet projections.

Based on the current average census, the short fall for revenues for 2016 could amount to approximately \$540,000 by year-end.

Expenses — Maplewood Nursing Home

Maplewood Departments — Overall expenses for Maplewood are at 47.42% expended (adjusted for timing) This equates to expenses being under budget by approximately \$392,000.

The Administration budget on page 40 which accounts for the 5.5% Bed Tax paid on all Nursing Home revenues is currently at 52.50% expended. This current overage is based on the timing of the bed tax payments and insurance payments. This budget will level off and come in on budget by year-end.

The remaining departments are well within budgeted expenses. The nursing home administration, with the support of the nursing home departments, continue to work hard to manage expenses with the realization of the lower census by modifying staffing needs when appropriate. As a result, expenses are coming under as of the second quarter by approximately \$304,000.00. As we are only at the mid-year point in the 2016 budget and payroll increases have not been fully recognized, it is expected that expenses overall will accelerate somewhat from what was realized in the first half of the year. However, it is expected that the revenue shortfall will be managed by expenses coming under.

There will be a meeting on Monday August 15, 2016 at 10:00am of the Executive Committee at County Hall, 12, Court Street to receive this report as well as to amend the 2016 budget for the receipt of Pro Share Funds.

Master Agenda Item: # 405: Pro-Share Funding Allocations for 2016 was then taken-up for review.

Trombly presented a working document and discussed the proposed budgeted items to be presented to the Executive Committee on Monday for review and vote. The addition of a replacement heat exchanger at an approximate cost of \$55,000.00 for the nursing home was discussed and concern was expressed that we beginning to see a number of major infrastructure items fail and require repair or replacement.

In response to a question from the Commissioners last week, the status of the current outstanding debt bonds was reviewed. A follow-on discussion of possible upcoming bonding costs was

MINUTES
Cheshire County Commissioners Meeting
Wednesday August 10, 2016 09:30AM
Department of Corrections
825 Marlboro Road
Keene, NH 03431

undertaken.

A discussion of the New Hampshire Association of County's (NHAC) started and the County's association and affiliation with the group took place. The annual NHAC conference was discussed and who might this year was reviewed.

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

Commissioner Weed moved to accept the Minutes as presented of August 3, 2016 and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.

The Commissioner's Calendar and the Weekly Census was then reviewed with no changes.

At 12:52PM 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 with unanimously.

Respectfully Submitted,

P. Graves, Clerk