

MINUTES
Cheshire County Commissioners Meeting
Wednesday September 14, 2016 09:30AM
County Hall Building
Commissioners Conference Room
12 Court Street
Keene, NH

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

STAFF: Administrator Coates, Finance Director Trombly, HR Director Hurley, Behavioral Health Director Potter, Sheriff Rivera, and Assistant County Administrator (ACA) Bouchard.

At 9:32AM Chair Rogers opened the meeting and recognized County Administrator Coates who asked that Grants Manager Bansley be allowed to present her topics for discussion first so that she can return to her work on grants with upcoming deadlines.

Bansley then reviewed and presented Community Development Block Grant (CDBG) close-out documents for the 2016 Micro-Enterprise grant that were provided through the New Hampshire Community Development Finance Authority (CDFA).

The CDBG program funds provides housing and creates jobs primarily for low-and moderate-income people. Funds are provided to the state of New Hampshire by the US Department of Housing and Urban Development, and administered by CDFFA. Each project is evaluated on several criteria, including impact on low-and moderate-income residents and the acquisition of matching funding.

Grants were made to Cheshire County in 2015 in the amount of \$378,250.00 on behalf of these organizations:

\$147,750 to the Hannah Grimes Center in Keene.

\$117,750.00 to the UNH Pathway to Work Program

\$112,750.00 to the Rockingham Economic Development Program

Bansley reviewed the program elements and the Commissioners then signed the close-out documents.

Bansley then presented Master Agenda Item# 408: NH Highway Safety STEP Grant \$6,460.00 – Bansley presented a request for the Commissioners to approve a grant for that will provide funds to reimburse deputy overtime that is used to conduct Sustained Traffic Enforcement Program (STEP), Operation Safe Commute, and Join the NH Clique STEP patrols in the amount of \$6,460.00.

Following discussion about the purpose of the program and how it is run, **Commissioner Weed moved to approve acceptance of the grant and was seconded by Commissioner Graves. Upon vote the motion passed with two (2) Commissioners Weed and Rogers, and one (1) Nay Commissioner Graves.**

Sheriff Rivera was then recognized and said that he was at the meeting to inform the Commissioners of the passing of Robert (Bob) Tebo who was a long time bailiff for the Sheriff's department. Rivera said that Mr. Tebo had been with the Sheriff's Office since 2001 and worked

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until a month or so ago, when he became ill. The Sheriff will keep the Commissioners informed of the final arrangements in the next few days.

Master Agenda Item #409: Behavioral Health Semi-Annual Report - M. Potter

Director Potter presented the following report:

2016 Bi-Annual Report - Cheshire County Behavioral Health Court Programs
April 1, through August 31, 2016

Current client population = 47
Average number of clients per week = 53
Admissions = 29
Successful completions = 25
Non-successful = 14
Current number of co-occurring = 49
Current number of just mental health disorders (MHD) = 2
Current number of just substance use disorders (SUD) = 0

COMPARING THE YEARLY TOTALS FROM SAME PERIOD IN 2015:

Client population at the time of report = 36
Admissions = 27
Successful completions = 18
Non-successful = 17
Average number of clients per week = 24
Number of co-occurring = no data
Number of just MHD = no data
Number of just SUD = no data

Current clients' Primary Drug of Choice: Total 2015 Primary Drug of Choice

Opiate/opioid = 32	21
Alcohol = 13	14
Cannabis = 4	14
Other = 0	5

Current clients' Secondary Drug of choice: 2015 Secondary Drug of Choice

Cannabis = 20	no data
Alcohol = 0	no data
Benzodiazepines = 2	no data
Cocaine = 10	no data
Opiate/opioids = 0	no data

Gender break down (January 1 – August 31, 2016):

Males = 26	Females = 22
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Employment Status:

Employed part or full time = 23

Unemployed = 10

SSDI/DDI = 14

Retirement = 1

Insurance Status:

State Insurance (includes expansion program) = 38

Private Insurance = 7

Not insured (working on getting coverage) = 3

AGE BREAK DOWN:

18 TO 25 = 16 26 TO 35 = 25 36 TO 45 = 1 46 AND OLDER = 6

Number of clients per Courts:

Keene Circuit Court = 31 Cheshire County Superior = 14 Both = 3

(One client was a resident of Cheshire County but had charges in Sullivan County.)

NEW HIRE PROCESS:

We received 7 applications and interviewed 4. Out of the 4 interviewed, 1 stated that she decided to remain where she was and 1 was eliminated after the first interview. 2 are found acceptable and we are waiting for responses from their references.

Potter discussed reconsidering the current need for another case manager at this time due to the fluctuation of the census. A meeting will be scheduled with County Administrator, representatives of Drug Court and Behavioral Health Court to discuss this and other related issues re: County managed SUD treatment for the three Behavioral Court Programs.

It was pointed out that if there is an expansion of the three programs current office space would not be adequate. There would be at that time a need for one or more offices and a room large enough to hold psycho-educational sessions for the clients.

DRUG TESTING ISSUE:

Potter said that on August 24, 2016 it was discovered that Burlington Labs, which has been doing the programs drug testing, was having financial problems and it was reported in the mass media that the company was being investigated by VT Medicaid for insurance fraud, but was found to be incorrect.

However, because of their financial concerns, Potter was in the process of checking into other labs to service their clients if Burlington Labs could no longer provide service to the programs.

As of August 31st, it was reported by Burlington Labs administration that they found a financial backer and the company would be returning to normal operations.

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FINANCIAL STATUS: Sustainable for the rest of the year unless unseen circumstances occur.

An extended discussion began about numerous elements of the program(s) and the current state of drug usage in the area. The effectiveness of existing laws and recovery programs was covered and the almost total lack of State funds for long term drug rehabilitation was reviewed.

Also discussed was the current need for a new Master Level Licensed Alcohol and Drug Abuse Counselor (MLADAC). Potter said that at the present time due to slightly lower numbers of clients being served, he believes that the program can afford to hold off hiring a new staff member for the immediate future.

Master Agenda Item #410 County Fuel Contracts

Bouchard was recognized and presented the following information on behalf of Maplewood Facilities Manager Harrison who could not attend the meeting. It was noted that Harrison and Amanda Bassett had spent a number of hours compiling statistics and making many calls to potential bidders as well as compiling the final spreadsheets.

Bouchard said that despite multiple attempts to have gain more than one bidder for the Fuel contracts again this year as happened last year, only Barrows and Fisher bid on the RFP that was issued. In checking the marketing prices available, it appears that the Barrows and Fisher bid is very competitive and Bouchard recommended its acceptance.

PROJECT	COMPANY	COMPANY	COMPANY	COMPANY	COMPANY	
County Fuel	Barrows and Fisher	Discount Oil of Keene	Swanzey Oil	Bob's Fuel Company	Dennis K. Burke Inc.	
	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	2015 Pricing
#2 Fuel (9,500)	Mark up .25 Current price \$1.61	Emailed RFP to them - No response	Emailed RFP to them - No response	Requested RFP No response	Requested RFP No response	August 2015 \$1.975
#2 Pre-buy (9,500)	Current price \$1.755					August 2015 \$2.429
Diesel (1,000) Summer	Mark up .30 Current price \$1.62					August 2015 \$2.059
Diesel (1,000) Winter	Mark up .40 Current price \$1.62					August 2015 \$2.159
	Price as of 8/26/16					

Following a number of questions concerning pricing and projected prices for the coming winter months, Commissioner Weed moved to accept the bid from Barrows and Fisher for the 2016 / 2017 heating season. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.

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Bouchard then reviewed the #4 heating fuel that is used for the Maplewood Nursing home boilers for heating and said that they were the same two (2) bidders this year as last year. He said that the current contract is with Santa Energy who won the contract from Global Energy the previous year. He said that Global had presented a very strong pricing plan this year in an effort to win back the County business and based on price and previous experience it was Bouchard's recommendation that the contract be awarded to Global for 2016 / 2017.

The Commissioners asked a number of questions concerning the usage rates and reviewed the costs. **Commissioner Weed moved to award the 2016 /2017 #4 Heating Fuel contract to Global Energy based on price and previous experience with the company. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.**

PROJECT	COMPANY	COMPANY	COMPANY	COMPANY	COMPANY	COMPANY
#4 Heating Fuel	Global	Santa Energy				
BUDGET \$	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT
2017 \$75.00 per barrel	\$72.90	\$81.27				
RFP Specified 80,000 gallons	84,588	78,120				
1904.76 Barrels	2,014	1,860				
	\$146,820	\$151,162				
2017 Proposed #4 Heating Fuel Budget	\$164,175	\$164,175				
	-\$17,355	-\$13,013				

Administrator Coates was then recognized and discussed that HR Manager Hurley had submitted her resignation after fourteen (14) years of service to the County to assume a new position with a municipal agency only a few minutes from her home in Massachusetts. He discussed the impact of Hurley's departure and the plans that are being put into place to support the HR assistant until a new Director of HR can be hired. He said that the HR Director job description will be reviewed and a solicitation ad will be developed and posted shortly.

Coates spoke of Hurley's accomplishments over the years and was especially complimentary about the recent completion of a new and long awaited Employee handbook that Hurley just recently completed.

Coates then asked Director Trombly to review the suggested Commissioners Budget Review schedule and she presented dates to reflect the Commissioners travel and availability schedules. It was decided to hold the sessions on October 13th, at the Maplewood Nursing home and

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October 18th at 12 Court Street in Keene. Both will be all day sessions.

Coates then said that the next Delegation meeting will be on October 17th at 12 Court Street at 7:00PM and an item on the agenda will be to receive the recommendation from the Executive Committee on moving ahead with approving the Maplewood Nursing Home A2 configuration (new wing to the building and rehabilitation of the existing structure) to the full delegation.

Coates said that a timeline needs to be developed as-soon-as-possible and that plans to proceed must be in place quickly if the Delegation approves the recommendation. He said that preliminary work on various facets of the project are already underway and discussed the need for an independent "Clerk of the Works" or "Owners Representative" to represent the interests of the County and taxpayers should the project be approved to move forward.

A lengthy discussion of the path forward and the data that will need to be gathered was had. The conversion of the A2 plan concept presented by EGA into fully detailed building plans and complete costs were reviewed.

Coates then reviewed the monthly member meeting of the New Hampshire Association of County's (NHAC) that the Sheriff, the Nursing Home Administrator, the Finance Director, Commissioner Weed and he attended. He said that in the County Administrators affiliate meeting a discussion of the State 1115 Wavier initiative was discussed and it was emphasized that the County's must be involved as a mandated participant in all projects submitted for funding. A discussion of how NHAC represents the County's began and it was recommended that as many Commissioners as possible attend the weekly legislative conference calls held by the NHAC.

At 11:44AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Weed moved to go into non-public session to discuss two (2) matters;

- 1. 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;**
- 2. The consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.**

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

At 11:49AM The Commissioners unanimously voted to return to public session.

Commissioner Weed moved to accept the Minutes as presented of September 7, 2016 as

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amended and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.

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.

The Commissioner's Calendar and the Weekly census were reviewed.

At 11:59AM 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