

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday October 26, 2016 09:30AM**  
**Maplewood Nursing Home**  
**201 River Road**  
**Westmoreland, NH**

**PRESENT:** Commissioners Charles Weed, and Peter Graves (Stillman Rogers absent with notice)  
**STAFF:** Administrator Coates, Finance Director Trombly, Maplewood Administrator Kindopp, and Assistant County Administrator (ACA) Bouchard.  
**Guests:** Members of the public

At 9:30AM Vice-Chairman Weed opened the meeting and recognized Administrator Kindopp.

Kindopp introduced the Maplewood Nursing Home management team that recently won the New Hampshire Association of Counties, (NHAC) 2016 County Team Award.

The following is the nomination that Kindopp made to the New Hampshire Association of County's (NHAC) for the Maplewood Nursing Management team:

**Maplewood Nurse Management Team Members Recognized**

- Theresa Woolbert, DNS (joined MNH June 2008)
- Robin Nelson, ADNS (joined MNH April 1996)
- Sabryna Priest, CQI/IP/Employee Health (joined MNH June 2004)
- Lisa Clouet, RN Manager (joined MNH November 2009)
- Leanne Finnell, RN Manager (joined MNH February 1998)
- Stephanie Sullivan, RN Manager (joined MNH February 2009)
- Kaytlyn Levesque, SDC (joined MNH September 2010)
- Hope Blodgett, MNA, Staff Scheduler (joined MNH March 1995)

*"I would like to nominate the Nurse Management Team at Maplewood of Cheshire County to be considered as the recipient of this year's County Team Award.*

*Beginning in spring of 2015 and continuing through late fall of 2015, Maplewood experienced a 25% shortfall in both our nursing and LNA staff levels. Additionally, the position of RN Administrator for our attached Assisted Living Facility (ALF) opened up during this time.*

*In response to these staffing shortfalls, our Maplewood Nurse Management Team took on a multitude of added responsibilities for working and covering nursing shifts for the Nursing Home, as well as overseeing and providing care for nursing needs at the Assisted Living Facility. To accomplish this, the team coordinated efforts with one of our schedulers, Hope Blodgett. Hope worked with the Assisted Living Staff to create a computerized staffing schedule and to fill vacant shifts, and, in addition, she worked open shifts not otherwise filled by the ALF trained staff.*

*The Nurse Management Team, led by our DNS, Theresa Woolbert, and our ADNS, Robin Nelson, met and divided up necessary work requirements, including open shifts at the Nursing Home, while also dividing up, overseeing, and offering nursing treatments to ALF residents. Our Nursing Home team members reviewed the nursing level care needs for ALF residents and followed their care systematically to ensure that oversight was complete and that the needs of each resident were met.*

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*Our new ALF RN Administrator began part time in October 2015, taking over full time in November. Throughout this 9-month period, the entire Nurse Management Team willingly shared any and all necessary tasks and shifts to ensure that the best possible care was offered at both the Nursing Home and Assisted Living Facility. These team leaders worked long and hard hours, while supporting and encouraging their staff members who were also picking up many additional shifts during this period.*

*As confirmation of this team's excellent performance under adverse staffing conditions, the Nursing Home's annual survey and certification experience in April resulted in only 2 minor deficiencies, while the ALF survey in May was deficiency free.*

*Cheshire County would like to acknowledge the strength, commitment, and leadership demonstrated by our dedicated Nurse Management Team, each of whom has been with us from between 6 to 21 years, during a lengthy, trying period for our County Nursing Home and attached Assisted Living Facility. They have been stellar in their efforts and accomplishments”.*

*Respectfully Submitted by*  
*Kathryn Kindopp, Nursing Home Administrator, Cheshire County*

The Commissioners and staff congratulated the Maplewood team for the award and for their professionalism and dedication to the County and to the residents of Maplewood.

Administrator Coates was then recognized and provided the following information from the Weekly Operations report.

Coates said that the second phase of the search for a new Human Resources Director was well underway and that over twenty-nine (29) applications have been received. He said that out of the applications submitted nineteen (19) meet the qualifications for the position. He said that a ranking and rating process was underway and that the top candidates would be scheduled for interviews in the next few weeks.

Coates then stated that the contract to engage the services of Steve Horton Construction Consulting Services, Inc, to act as an “Owners Representative” for the proposed Maplewood Nursing home construction project has been reviewed by the County’s insurance carrier (Primex) attorney’s and the staff, and that the contract is ready to be finalized.

He said in response to a question by the Commissioners that the HR department personnel are carrying on well in their role despite not having a department manager. He said that they are getting good support from the department managers during this transition time.

Coates then mentioned that the Maplewood Auxiliary is holding a fund raiser through D’Angelo’s in Keene and that twenty percent (20%) of the sales from the products would be donated if the purchaser mentions the Maplewood Auxiliary.

Coates discussed his conversation with the personnel at Air Solutions who have submitted a bid for the

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balancing of the HVAC systems at the jail. He has asked them to reference the new detailed RFP that was posted on the County website and to respond to the specifics of the requirements. They said they would do so and submit a detailed quote for consideration.

Coates and Trombly then discussed the yearly Open Enrollment for benefits process that will take place next week for all County employees. The streaming broadcast of the sessions have been very successful in the past few years and will continue this year.

Coates then said that a Delegation meeting for December 12<sup>th</sup> has been scheduled for 7:00PM in Delegation room at 12 Court Street.

He then reminded the Commissioners that the Sheriff will be hosting an open house for invited personnel for the official opening of the new Dispatch Center. The event will run on Thursday from 3:00PM to 5:00PM.

Finally, Coates said that Southwest Regional Planning will be holding a regional asset mapping session later today from 3:30PM to 5:00PM in the Delegation room

Commissioner Weed then discussed the recent Conservation District meeting that he attended.

Coates discussed the potential to possibly rent some spots in the Latchis lot and said that preliminary investigation into assess control gates is being completed.

The Commissioner's Calendar and the Weekly census was then reviewed.

Bouchard then updated the Commissioners on the progress of the implementation of the WorxHub facility maintenance and Capital Improvement Management software. He said that all three campuses are making progress and that training is proceeding ahead. He estimated that the program should be rolled out to users by the end of December at the Downtown Keene and Department of Corrections, and said that a pilot program was already underway at the Nursing home and thus far the implementation has gone smoothly.

Kindopp then provided an update on the Medicaid Waiver program that was being tested by Cheshire Medical Center for the purpose of being able to admit patients / residents to area nursing homes by-passing the three (3) day (actually three (3) consecutive mid-night census recorded days for the patient at the hospital) and said that the program has been pulled back and discontinued due to lack of staffing and financially considerations at the hospital.

Kindopp then discussed the need for a wireless tablet for the Medical Director to enable him to input and lookup patient data as he conducts his rounds when at the nursing home. The device would be connected through the new nursing homes wireless system via a VPN to the Cheshire Medical Center patient system (EPIC) to enable the medical staff to directly enter patient data. Following discussion, Commissioner Weed and Graves both expressed their support of purchasing the tablet for the Medical Director and staff and Kindopp will contact the Director of IT to engage them for the acquisition and implementation of the

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device.

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

**Commissioner Weed moved to accept the Minutes of October 19, 2016 as presented and was seconded by Commissioner Graves. Upon vote the motion passed with unanimously.**

**10:20AM 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 and was seconded by Commissioner Weed.**

**As a result of discussions in non-public session decisions were made and votes taken to hire K. S. as an Administrative Assistant for the Regional Prosecutor Program in the County Attorney's Office at a rate of \$15.00 per hour based on training and experience. The hire will be budget neutral as the cost of the staff is covered by the participating towns in the Regional Prosecutor program.**

**Further, it was decided to hire K. L. as an LPN at the Maplewood Nursing Home at the rate of \$23.21 per hour based on 18 years of experience, training and education. The approval is conditional based on the successful completion and receipt of additional documentation.**

**At 10:59AM Commissioner Weed moved to exit non-public session and was seconded by Commissioner Graves. Upon vote the motion passed with two (2) Yea's and the Commissioners returned to Public Session.**

**At 11:03AM Pursuant to RSA 91-A:2, I the meeting was recessed to discuss Collective Bargaining Agreement issues.**

**At 11:29AM Commissioner Weed moved to return to public session and was seconded by Commissioner Graves. Upon vote the motion passed with two (2) Yea's and the Commissioners returned to Public Session.**

It was then discussed that a 2017 budget planning update would be reviewed at the next meeting.

**At 11:40AM 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