

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday February 01, 2017 09:30AM**  
**County Hall Building**  
**Commissioners Conference Room**  
**12 Court Street**  
**Keene, NH**

**PRESENT:** Commissioners Charles Weed, Peter Graves, and Joseph Cartwright

**STAFF:** Finance Director Trombly, Sheriff Rivera, Grants Manager Bansley, IT Director Hummel, and Assistant County Administrator (ACA) Bouchard.

**Guests:** Rebecca Landry, City of Keene IT Director / Assistant City Manager

At 9:30AM the meeting opened and Chairman Graves took-up Master Agenda Item #458: Signing of the Audit engagement letter. Director Trombly gave an overview of the audit process and presented the final audit letter for signature. The Chairman reviewed and signed the engagement letter.

Sheriff Rivera updated the Commissioners on a pending change to move the Sheriff's criminal case prosecution duties from a Deputy Sheriff prosecutor to the County Attorney's office and he said that the Regional Prosecutor would handle all of the Sheriff's department cases. A discussion of the training that law enforcement prosecutors (police officers / deputies) receive was had and it was learned that the Sheriff believes that the training is insufficient to meet the growing complexity of the cases being prosecuted. The Sheriff said that many of the cases are reaching a level that a trained Bar attorney should be taking on the prosecution of the cases as the level of knowledge greatly exceeds the deputy prosecutor's training.

A further discussion of the cost of how the Regional Prosecutor would be paid for services was reviewed and a number of options were discussed. No decision has been made and on-going investigation will continue until a solution is found and recommended.

Master Agenda Item #460: Broadband Initiative. Rebecca Landry provides an overview of the city's effort in economic development and covered the critical need for broadband to help business grow in the County. Landry said that there are no easy solutions in New Hampshire as the state does not contribute to broadband buildout in counties, cities, and town's. She discussed the pending bill to authorize broadband bonding for municipalities and covered some of the problems that are being encountered in attracting and keeping businesses in the County.

A discussion of the problems and costs in implementing a ubiquitous broadband service in the County was discussed at length. Landry shared a 19 point "talking" document on NH House Bills 191 and 238 that deal with the ability to have municipalities bond for the development of broadband services.

The Commissioner's thanked Landry for attending the meeting and discussing what they believe is an important economic development initiative for both the City and the County to attract new businesses to the area and they asked to be kept abreast of on-going developments.

Master Agenda Item #461: Information Technologies Semi-Annual Report – Hummel provided the following:

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**Staffing and Workload**

Hummel discussed the number of support calls and maintenance tasks on systems and the network that the IT staff deals with each day.

He then discussed that one of the IT Specialists in Keene recently pursued another job opportunity outside of the County and her reviewed and introduced a new staff member with over twenty (20) years of experience as a replacement. He said that thus far the new hire is doing very well and should be a valuable addition to the staff.

**Availability and Continuity of Business**

Hummel outlined the work being done to ensure the availability and continuity of computing resources throughout the County and discussed the systems in place for backup, recovery, and archiving that have been put into service over the past year. He said that based on current statistics the county has a network and system uptime of 99.997% which is less than eight hours of downtime a year.

**Infrastructure**

Hummel then described the Virtualized server environment implementation of all critical applications on the virtualized platforms.

**Security**

Hummel then discussed the County computer security programs that are in place and said that in 2016 no successful penetrations were detected or observed.

A live display of the number of hacking attempts of the County systems was explained by Hummel and the Commissioners asked a number of questions about the security of the systems.

**County-wide Projects**

He then said that the following projects were all underway or planned for 2017

- Server and Systems Upgrades
- New in-house email system
- Network log recording and analysis
- Workstation refresh
- Replacement of the Keene Campus telephone system
- Implementation of a new in-house website hosting system for the County website.
- Secure File sharing
- Video training

He then discussed the projects that had been completed in 2016 that include the following:

- Multi-Agency Coordinating Entity (County-wide disaster preparedness)
- Backup and Disaster Recovery Preparation
- Domain Name Service Migration
- Windows 10 Upgrade Plan

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Hummel then reviewed the on-going and upcoming projects for the Maplewood Nursing Home, Sheriff's department and Dispatch center, Finance, and the House of Corrections.

The Commissioner's thanked Hummel for his report and they all agreed that they now were much better informed of the work that IT does and the critical part that IT plays in keep the County operating and safe from outside attacks.

Master Agenda Item #462: Grants Department – Semi-Annual Report – S. Bansley  
S. Bansley provided the year-end (2016) report on the status of the grants under management, pending, and being sought.

A discussion of Substance Abuse and Mental Health Services Administration (SAMSHA) grants ending and being picked-up by the State was covered. Conversation turned to how the four (4) year System of Care (SOC) grant will potentially transition some positions currently being grant funded into the school systems based on cost savings that should be experienced through the implementation of the grant.

Bansley then discussed some of the highlights and challenges facing the grants department in the coming year and reviewed the amount of resources needed to manage the existing grants.

**Highlights:**

1. 41 grants with an award value of \$10.7 million (compare to 2015: 42 grants, \$5.8 million)
2. 2016 revenue of \$2.5 million includes \$80k in admin fees (compare to 2015: \$1.2 million includes \$63k admin)

**Challenges:**

1. Some grants are intense to manage because the program managers need guidance in understanding what allowable expenses are, and what backup documentation is needed, as well as budget amendments and continuation application requirements.
2. SOC grant subcontracts need revising, fine-tuning of scope of work, deliverables, and budget.
3. GrantVantage (Software administration package) was not helpful as anticipated, contract to be terminated.
4. Dispatch center project accounting was complex and required a great deal of resources.

**Successes:**

1. Received Grants Professional Certification (GPC) credential in November.
2. Composed indirect cost policy and had it upheld with Community Development Block Grant (CDBG) staff to ease participants reporting requirements.
3. Grants internship collaboration with Keene State College and Monadnock Humane Society established.

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**Grants in Process:**

1. Department of Transportation (DOT) Purchase of Services (POS) Transportation grant application
2. Public Health Network grant renewal application
3. Digital Forensic Investigator grant application
4. New Hampshire Land and Community Heritage Investment Program (LCHIP) & Trails grants in queue to develop trail system on Westmoreland forest property.

Administrator Coates was then recognized for the Weekly Operations Report and reported the following;

Coates handed out the agenda for the NHAC meeting on Friday and reviewed three items that he will discuss.

In response to a question by the Commissioner's, the possible installation of private wells at Department of Corrections to replace the city water service has been investigated and after consultation with the City of Keene and research on construction, installation, and maintenance costs, it was found to be not cost effective to implement.

**At 11:55AM The Chairman moved to recess the meeting to attend the Drug Court Graduation program being held at the Superior Courthouse next door at 33 Winter Street and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**At 1:01PM The public meeting returned to session** and Coates discussed a meeting at the Department of Corrections where he was made aware of a request for the installation of a new boiler control system module priced at \$4,983.00. He recommended that the module be installed for better control of the system and potentially reduced cost of operations.

Coates then discussed a previously mentioned project to lease for two (2) Latchis parking lot parking spaces. He said that the cost would \$130.00 per quarter or \$520.00 per year and that an application form has been developed. He also said that for now, only two (2) spaces will be rented to test how the program works but does not envision that more than five (5) spaces would ever be offered for rent. Following discussion **Commissioner Cartwright moved to authorize the County Administrator to rent two (2) spaces in the County owned Latchis parking lot and Commissioner Graves seconded the motion. Upon vote the motion passes unanimously.**

Coates then discussed the Impact 2014 federal act and it effect on the Nursing home.

*(On September 18, 2014, Congress passed the Improving Medicare Post-Acute Care Transformation Act of 2014 (the IMPACT Act). The Act requires the submission of standardized data by Long-Term Care Hospitals (LTCHs), Skilled Nursing Facilities (SNFs), Home Health Agencies (HHAs) and Inpatient Rehabilitation*

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*Facilities (IRFs).*

*Specifically, the IMPACT Act requires, among other significant activities, the reporting of standardized patient assessment data with regard to quality measures, and patient assessment instrument categories. It further specifies that the data "... be standardized and interoperable so as to allow for the exchange of such data among such post-acute care providers and other providers and the use by such providers of such data that has been so exchanged, including by using common standards and definitions in order to provide access to longitudinal information for such providers to facilitate coordinated care and improved Medicare beneficiary outcomes...". The Act also requires the submission of data pertaining to measure domains pertaining to resource use, and other domains).*

Coates said that the Maplewood staff has been training staff since last October of 2016 and all data will be submitted before the deadline. He further said that Harmony, the consultant for Medicare / Medicaid practices, can review the entire process and coach staff to ensure that maximum funds are received.

Coates then discussed that USDA funding for Maplewood Nursing home reconstruction is probably not going to be available for the project based on feedback received from the agency and from County Bond Council. He said that the County Bond council advises that the USDA program is being restricted in terms of funding and other rule changes and that a conventional County bond program would be the path forward that this time. A discussion of the bond market and how the USDA and bond financing could work together began.

**At 1:29PM Commissioner Graves moved to enter a recess to discuss the status of the Collective Bargaining Agreement (CBA) at the Department of Corrections. Commissioner Weed seconded the motion and upon vote the motion passed unanimously.**

**At 1:48PM the Commissioners voted unanimously to returned to public session.**

Old business was then discussed and Commissioner Cartwright asked about the future of the Assisted Living program if the waiver to grandfather the program in order to keep it in the same attached building with the nursing home is not granted. It was discussed that even if the wavier is not received, at worst cast, it would limit the ability to rent apartments to Medicaid only residents. Private pay residents would not be effected. Following conversation, it was agreed that the County Administrator would review the existing Assisted Living building structure for reuse as part of the Nursing home reconstruction as possible alternative space usage if the Assisted Living program was ever eliminated.

Coates then reviewed a meeting with the Cheshire Medical Center staff to discuss the possible admittance of a potential resident to nursing who has a number of special medical needs. He said that a review of the options for the individual and possible placement facilities was discussed but

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no decisions were made at the meeting.

**The minutes of January 26, 2017 were then reviewed and Commissioner Weed moved to accept the minutes as amended and was seconded by Commissioner Cartwright. Upon vote the motion passed with unanimously.**

The weekly census was then reviewed.

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

The Commissioners calendar was reviewed and no changes we made.

**At 2:19PM there being no further business to discuss, Commissioner Weed moved to adjourn the meeting. The motion to adjourn was then seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

Respectfully Submitted,

C. Weed Clerk