

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday February 15, 2017 09:30AM**  
**Department of Corrections**  
**825 Marlboro Road**  
**Keene, NH 03431**

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

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

**Guests:**

At 9:31AM the meeting opened and Chairman Graves took-up Master Agenda Item #465: *Sheriff Rivera - Personnel / Staffing* and recognized Sheriff Rivera who reviewed a discussion from last week concerning a Prosecutor for Sheriff's Offices case load. The Sheriff said that in discussions with the Director of Finance there are sufficient funds in the 2017 budget to pay the County Attorney's office for the prosecution services for the year.

Director Trombly said that due to the difficulty of hiring deputies long term staff openings in the Sheriff's department have made funding available to hire an attorney from the County Attorney's office to cover the cases for 2017.

In response to a question from the Commissioners, Rivera said that he has dealt with the issue of personnel reassignment and said that a new hire should be on-board in the next few weeks. He then said that a request has been received from the NH Drug Task force to have a Cheshire County deputy assigned to the task force full time which would mean that approximately 75% of the assigned deputy's salary would be covered by the State Task Force.

A discussion of the staffing in the department was had and the Sheriff covered the current resource allocation among the staff and the potential changes if a County Attorney were to cover the trial cases that go to court and the possible allocation of a deputy to the State Drug Task Force.

A discussion of the Police Departments that participate in the Drug Task Force was covered and the problems of the getting personnel assigned to task force was reviewed as well as the revenue that is brought in from the towns that are served through the police services provided by the Sheriff's department.

Master Agenda Item #464: Cheshire County Title VI Civil Rights Policy and Plan and Language Assistance Plan.

Grants Manager Bansley presented a request to the Commissioners for the acceptance of a grant for the 5310 Transportation grant application for the Monadnock Transportation consortium. She said that a 5% administration fee to be the fiscal agent for the grant has been written into the grant that the County will administer. Bansley discussed the formula for funding of the mobility management program for the Community Volunteer Transportation Company (CVCT) that covers thirty-one towns in the Monadnock region, who will also oversee the Monadnock Regional Council for Community Transportation (MRCC) group that focuses its services mostly on Cheshire County towns.

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A discussion of the how the program is structured and the resources needed to implement the grant in a coordinated manner was covered.

Bansley then discussed the Federal Title VI language assistance plan and said that Human Resources (HR) is maintaining a list of bi-lingual employees which is required under the federal law. A need to assess the employees on the list to ensure that they remain skilled in the languages is required.

The Title VI policy update was the covered and the method of administration and monitoring the policy was covered. The Title VI documents will be published on the County website for reference once the drafts are complete.

Following discussion, the Commissioners agreed to accept the grant and to update the required Title VI and language policies to conform with the Federal guidelines.

**Chairman Graves then signed the grant application and all three Commissioners signed the Title VI and Language Compliance document.**

At 10:55AM Administrator Coates was recognized and reported out on Weekly Operations.

He said that in conversations with the Town of Westmoreland town Clerk, a March 2<sup>nd</sup> date has been set for the Chairman and Administrator to attend the Westmoreland Town hall to discuss a number of items of interest to both the town and the County including the Maplewood reconstruction project.

He then said that on March 17<sup>th</sup> a special meeting with the Commissioners and the Chairman of the Delegation and the Delegation Executive Committee will be held to update them on the status of the preliminary work on the reconstruction of the nursing home.

Coates then said that the date of March 20<sup>th</sup> at 7:00PM has been booked for the full Delegation meeting to discuss and pass the 2017 budget.

Coates updated the Commissioners on the progress of the Maplewood reconstruction project and said that the architect and construction management firms are now working on preliminary building design cost estimates for the expansion and renovation of the building. He said that the next meeting with the staff will be on March 2<sup>nd</sup>.

Coates the said that on Friday March 10<sup>th</sup> a meeting for managed care will be held in Delegation meeting room at 10:00am. He went on to say that County nursing home administrators, local state senators, local representatives, and the two County executive counselors will be invited to the session to review the current state and future structure of managed care in the state and county.

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Coates then said that he has sent a letter of inquiry to the Executive Director of New Hampshire Association of County's (NHAC) concerning the projected cost of running the Corrections Academy as the per day charges being discussed seem to be very high and that the reimbursement for the trainers that the County sends to teach at the academy classes needs to be adjusted upward to cover actual costs.

A discussion of outside agency funding in the 2017 began and the capital reserve account at HCS that is believed to be at \$10M was reviewed. It was learned that the Visiting Nurses Association (VNA) is the largest consumer of funding through HCS and that in 2016 \$400,000.00 of the reserve was used to cover program and operational costs.

Director Trombly then presented and discussed the latest budget amended items for the 2017 budget.

A discussion of the upcoming New Hampshire Association of County's (NHAC) Commissioners meeting was covered. Commissioner Weed stated that he will attend the meeting.

**At 12:05PM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Weed moved to go into non-public session to discuss *the hiring of any person as a public employee.***

**The search and interviews of the candidates for the open Director of Human Resources position was discussed.**

**At 12:14PM Commissioner Cartwright moved to return to public session and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.**

**At 12:15PM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Cartwright moved to go into non-public session to discuss *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 deliberations in non-public session, no decisions were made and no vote was taken.**

**12:16PM Commissioner Cartwright moved to return to public session and was seconded by Commissioner Graves. Upon vote the motion passed unanimously. The weekly census was then reviewed.**

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

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**The minutes of February 8, 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 unanimously.**

The Commissioners calendar was reviewed.

A question of the status of a potential resident for the Nursing Home was discussed at some length.

**At 12:20PM 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