

MINUTES
Cheshire County Commissioners Meeting
Wednesday May 3, 2017 09:30AM
County Hall Building
Commissioners Conference Room
12 Court Street
Keene, NH 03431

PRESENT: Commissioners Peter Graves, and Joseph Cartwright, (Commissioner Weed absence with notice)

STAFF: County Administrator Coates, Finance Director Trombly, HR Manager Jardine, HR Generalist Walker, and Assistant County Administrator (ACA) Bouchard.

GUESTS:

At 9:31AM the meeting opened and Chairman Graves recognized County Administrator Coates who presented the following Weekly Operations report.

Coates said that a walk on the County forest land yesterday to establish a hiking trail was completed and that he was surprised to see how much erosion there is in the area of the recent logging. He said that would be contacting Steve Roberge to discuss possible clean-up activities after the logging has been completed.

Coates then said that three areas of severe erosion have occurred along the driveway adjunct to storm drains at the nursing home and that they will be have to addressed during the reconstruction project.

Coates said that he, the Superintendent, and Captain Mclaughlin, of the Department of Corrections will be meeting twice with the Federal Marshalls in the next few weeks in Rutland and Burlington Vermont to determine the best path forward to receiving more federal inmates holds at the jail.

He then said that as of this morning, Congress has level funded the Community Development Block Grant (CDBG) program for 2017 and that the County will be applying for a \$500,000.00 grant for the reconstruction project.

He then reminded the Commissioners that the Employee Appreciation /Recognition event will be next week on Wednesday the 17th. Commissioner Cartwright volunteered to serve at the 5:00pm meal and Commissioner Graves will serve at the 12:00am meal.

Coates then discussed the upcoming Delegation meetings on May 8th and May 22nd and reviewed the possible meeting with Sentinel staff late this week or early next week to review the Maplewood reconstruction project.

Coates then handed out an updated synopsis report that clarified the recidivism rates for the Behavioral Health program received from the Director of Behavioral Health, Michael Potter.

An updated reconstruction phase plan from ECI for the Maplewood project was reviewed and will be discussed in the May 8th delegation meeting.

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HR Manager Jardine was the recognized and provided the following semi-annual HR report to the Commissioners:

Human Resources Department Semi-Annual Report to the Cheshire County Commissioners
November 1, 2017 – May 1, 2017

Census:

Total Number of Employees: 471

New Hires 11/1/16-5/1/17:

Total Number of New Hires: 49

Elected Officials: 2

Maplewood: 32

Human Resources: 1

Sheriff's Department: 1

Department of Corrections: 9

IT Department: 1

Drug Court: 3

Terminations 11/1/16-5/1/17:

Total Number of Terminations: 55

Elected Officials: 2

Maplewood: 40

- (terminated 13 per diem staff who had not worked in 1 year)

- 17 Per Diem – 9 Part Time – 13 Full Time

DOC: 11

- (terminated 4 per diem transport officers who had not worked in 1 year)

- 4 Per Diem – 1 Part Time – 6 Full Time

IT Dept.: 1

- 1 Full Time

Sheriff's: 1

- 1 Full Time

Current of Vacancies:

15 LNAs

4 LPNs/RNs

1.2 RN Supervisor

6.3 MNAs

2 Full Time Floor Maintenance

1 Part Time Housekeeping

1 Full Time Dietary

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1 Part Time DOC Dietary
1 Full Time Communication Specialist
1 Speech Language Pathologist

Total Open FMLA cases: 53
Intermittent FMLA Cases: 28
Continuous FMLA Cases: 25
General LOA: 1

A discussion of the FMLA program was covered and the impact on staffing was reviewed.

A discussion of the number of vacancies at Maplewood began. It was learned that a total of 260 employees are currently employed at the nursing home with an approximate vacancy rate of 10%.

The floor maintenance job description was covered and a number of ideas were discussed to try to fill the long vacant positions.

A discussion of the number of RN's, LPN's and MNA's at the nursing home began and it was learned that 28.9 total FTE positions are authorized for resident care positions.

Mary Williams Walker the new HR Generalist was introduced to the Commissioners.

At 10:38AM Pursuant to RSA 91-A:3, II (a) Commissioner Cartwright moved to enter non-public and was seconded by Commissioner Graves to discuss the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

As a result of deliberations in non-public session the Commissioner voted 3-0 to authorize Family Medical Leave Act (FMLA) leaves of absence for J. H. and A. M.

At 10:41AM Commissioner Graves moves to exit non-public and return to public session and was seconded by Commissioner Cartwright.

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

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The Weekly Manifest was then reviewed and Commissioner Cartwright moved to accept the Manifest as presented and was seconded by Commissioner Graves. Upon vote the motion passed with two (2) Yea's.

The Commissioners then reviewed the weekly Census.

The Commissioners calendar was then reviewed.

Commissioner Cartwright reported out on his meeting with the recent NH Cooperative Extension board meeting.

Commissioner Cartwright makes a motion to send a letter to the towns asking their position on receiving County tax bills twice each year instead of once per year as is done now. Following discussion, it was decided to seek further input from the City of Keene and other towns by having the Commissioners attend the town Selectboard meetings to gain information on the views of the various Selectboard's.

At 11:20AM there being no further business to discuss, Commissioner Cartwright moved to adjourn the meeting. The motion to adjourn was then seconded by Commissioner Weed and upon vote the motion passed unanimously.

Respectfully Submitted,
R. Bouchard, Clerk Pro Tempore