



# County of Cheshire

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12 Court Street, Keene, NH 03431  
[www.co.cheshire.nh.us](http://www.co.cheshire.nh.us)

**MINUTES**  
**COMMISSIONERS MEETING**  
Wednesday, August 09, 2023

This meeting will be conducted in person  
and electronically (via Zoom) at the

County Hall Building  
Commissioners Conference Room  
12 Court Street, Keene, NH 03431

**Zoom Call-in Number: +1 646 558 8656**

**Meeting ID: 409 748 8803**  
**Pin #: 6031233**

**Start Time 08:30 AM**

**Present:** Commissioners Jack Wozmak, Robert Englund, and Terry Clark

**Staff:** County Administrator Coates, Finance Director Trombly, Assistant Finance Director Hall, Superintendent Iosue, and County Project Director, Bouchard

**Guest(s):**

**Public Comments**

Upon recognition from the Chair, a Public Comment on topics of interest may be made, at most three (3) minutes in length.

The meeting began at 08:31 AM, and Superintendent Iosue was recognized and spoke to 25 cases of COVID-19 being dealt with in the inmate housing units. He stated that all but eight cases had been released from isolation and could return to their normal housing. In response to a question from the Commissioners, he said the acuity of the outbreak has been better than during the primary outbreak.

May non-FLMA for a Maplewood employee for eight weeks due to a family medical issue. A discussion of the rules for returning employees was had, and following discussions, Commissioner Englund moved to authorize non-FLMA, which Commissioner Clark seconded. Upon roll call vote, the motion passed unanimously.

**I. Elected Officials & Department Head Updates**

To receive, as informational, departmental updates requiring Commissioner review, participation, approval, and impactful departmental and operational issues.

**II. Scheduled Items**

Master Agenda Item: #1109 - MS-46 Report - M. Hall and S. Trombly

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**Area Code 603**

♦ **County Commissioners** 352-8215/Fax 355-3026 ♦ **Registry of Deeds** 352-0403/Fax 352-7678 ♦ **Finance Department** 355-0154/Fax 355-3000 - 12 Court Street, Keene, NH 03431 ♦ **County Sheriff** 352-4238/Fax 355-3020 ♦ **County Attorney** 352-0056/Fax 355-3012 - 12 Court Street, Keene, NH 03431 ♦ **Behavioral Health Court** 355-0160/Fax 355-0159 - 33 West St. Keene N.H. ♦ **Department of Corrections** 825 Marlboro Street, Keene, 03431 - 903-1600/Fax 352-4044 ♦ **Maplewood Nursing Home & Assisted Living** 399-4912/Fax 399-7005 - TTY Access 1-800-735-2964 ♦ **Facilities** 399-7300/Fax 399-7357 ♦ **Human Resources** 399-7317/399-7378/Fax 399-4429 - 201 River Rd, Westmoreland, NH 03467

**Action Expected: Discuss the Commissioner's proposed budget report with the State of NH, Department of Revenue.**

Hall presented the document for the Commissioners to sign the MS-46 document to submit to the State. The Commissioners then reviewed and signed the document.

Master Agenda Item: 1110 – Finance Software Presentation

**Action Expected: To receive information from M. Hall and S. Trombly regarding future software options for Payroll, HR, and time and attendance with recommendations.**

Trombly described the work needed to upgrade due to software being brought to end-of-life for Payroll, HR, and Time and Attendance systems. She said this would be a long transition process. Still, a commitment must be made with the software vendors as this will be a long and detailed implementation process that needs to begin as-soon-as-possible to avoid problems with the current software ending support.

Hall outlined the options and said it would also offer several employee options that the departments and employees should very well receive. Trombly also noted that this upgrade would eliminate the need to enter the data into three different software systems and allow single payroll and other data entry.

A discussion of the differences between the two proposed software systems was discussed.

Following questions and discussions, Commissioner England moved and was seconded by Commissioner Clark to authorize the Finance department to recommend an ongoing transition with Kronos/UKG to the new financial software for \$100,375.00.

Master Agenda Item: 1111 – HR Presentation of Digital Marketing Campaign - J. Zambella

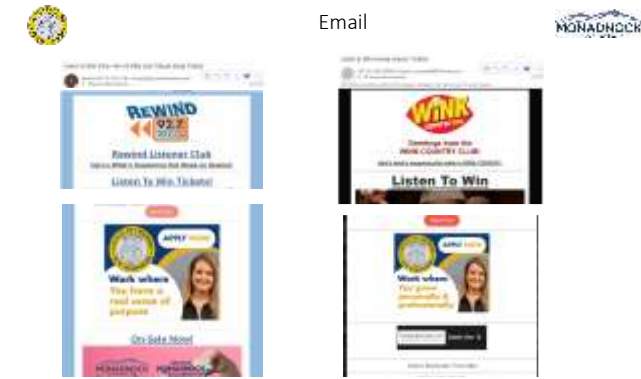
**Action Expected: To receive an update on the effectiveness of the current HR hiring/retention campaign from the Marketing company.**

Zambella was then recognized and presented three video spots created for employee recruitment that were initially released in April. The digital display ads used for internet advertising were then shown.

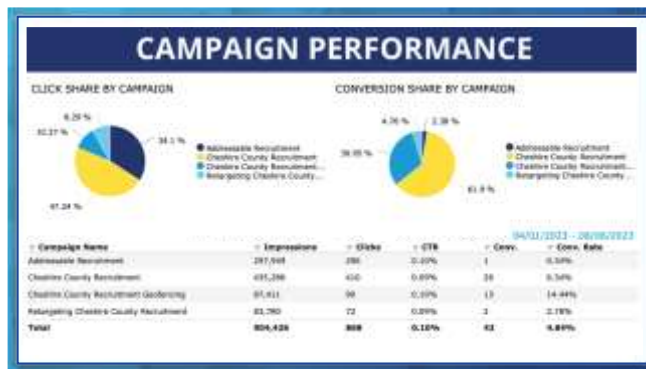
Campaign performance stats were reviewed, data elements were reviewed and discussed, geo-fencing usage was described, and target audiences were covered.

The following data was provided and reviewed.

Radio Commercials



Performance By Geofence						
Geo Fence	Marketing Impressions	Marketing Clicks	CP CTR	CP Weighted Actions	View Through Visits	Click Through Visits
North HealthCare	35,462	38	0.11%	1	1	1
Brattleboro Regional Hospital	82,543	61	0.07%	4	3	1
Cheshire Medical Center	237,246	263	0.11%	28	28	0
Custom People Home Healthcare	49,133	33	0.06%	8	8	0
General HealthCare	6,739	9	0.09%	9	9	0
Home Healthcare, Hospice & Community Services	32,248	27	0.08%	8	8	0
Langley Place of Essex	3,333	3	0.09%	9	9	0
Proger Nursing Home	12,337	7	0.06%	8	8	0
Thompson Home	35,289	35	0.10%	8	8	0
Unknown	8	9	0.09%	9	9	0
<b>Total</b>	<b>881,711</b>	<b>506</b>	<b>0.09%</b>	<b>42</b>	<b>41</b>	<b>1</b>



### III. County Administrator

Weekly Operations Report - The County Administrator will update the Commissioners on activities that have taken place since the previous meeting.

Coates said that next Monday at 6:30 PM, the COVID-19 memorial installed at the Winter Street entrance would be dedicated in a short ceremony before the Delegation meeting.

Coates provided a short review of the Executive Committee meeting on Monday, and further discussions will be completed before the full Delegation meeting on Monday evening, the 14<sup>th</sup>.

Coates stated that a meeting with the City of Keene would be held on Thursday to continue to discuss working together on EMS issues within the County.

Coates then mentioned that a meeting with Winchester would occur tonight, and a meeting with Fitzwilliam would be held on Friday to discuss EMS services.

Coates said that Senator Hasson is meeting at Keene State this morning at 11:00 AM and has been invited to attend to discuss Broadband in the County and the State.

Coates informed the Commissioners that at 1:00 PM today, a follow-up meeting and the governor's office will be held on regional Mutual Aid issues.

He then said that he had been informed that on Sept. 23<sup>rd</sup>, from 10:30 to 2:00 PM, a grand opening ceremony for the new Hundred Nights facility on Water Street will be held.

#### Area Code 603

Coates then explained that a lease agreement for an EMS Fast Car had been completed and sent to Cheshire Medical Center for review. The hospital envisions operating out of the CMC facility for 12–14-hour daily shifts.

Coates then informed the Commissioners of former State Senator Jay Kahn's announcement for the Mayor of Keene.

Commissioner Clark said four towns (Nelson, Roxbury, Dublin, Fitzwilliam) are joining Community Power to sign up for Granite Basic. Mailers will go out on October 10<sup>th</sup> and on approximately November 17<sup>th</sup>.

Coates discussed that replacing the portico building entrance MCVP office is underway and will take approximately two weeks to complete.

**IV. Old Business**

**V. New Business**

**VI. Consent Agenda Items:**

Vote to accept the Weekly Manifests for August 09, 2023, and August 02, 2023 meeting minutes.  
**Upon roll call vote, the motion passed unanimously.**

**VII. Calendar**

Action Expected: To accept the calendar as informational and to make necessary changes/additions.

**VIII. General Discussion for Commissioners**

Master Agenda Item #673: Commissioners - State Cost Shifting Letter and Restorative Justice Program

**IX. Nonpublic Sessions:**

A nonpublic session to discuss RSA 91-A:3, II(b) *The hiring of any person as a public employee. C.*  
Coates

**At 09:57 AM, Commissioner Englund moved to enter a nonpublic session to discuss RSA 91-A:3, II(b), *The hiring of any person as a public employee.* Commissioner Clark seconded the motion, and upon roll call vote, the motion passed unanimously.**

**As a result of the deliberations in non-public sessions, a unanimous vote was taken to authorize the hiring of D. B. as a County employee.**

**At 10:34 AM, the Commissioners voted unanimously to return to public session.**

**X. Adjournment**

**At 10:51 AM, Commissioner Englund moved to adjourn the meeting, which Commissioner Clark seconded. Upon roll call vote, the motion passed unanimously.**