**COMMISSIONERS MEETING**

Wednesday, September 18, 2024

This meeting will be conducted in person and

electronically (via Zoom) at

County Hall 12 Court Street

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

**Meeting ID: 409 748 8803**

**Pin #: 603123**

**Start Time 08:30 AM**

**Present:** Commissioners Terry Clark and Robert Englund.

**Absent:** Commissioner Jack Wozmak (With Notice)

**Staff:** County Administrator Coates, Finance Director Trombly, HR Director May, Maplewood Administrator Kindopp, Sheriff Rivera, Director of Connected Families Calcutt, Grants Manager Bansley, Registry of Deeds Clerk Blake, and Superintendent Iosue

**Guest(s):**

**Public Comments**

Upon recognition from the Chair, a Public Comment on topics of interest may be made.

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

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

-Maplewood Administrator Kindopp said a contract from Stanley Elevators was presented, yet there were no guarantees the contract would not exceed the $130,000 that was appropriated by the Delegation. It is possible that the use of a sub-contractor could add costs from $13,000 to $24,000.

**Commissioner Englund made a motion to allow the Maplewood Administrator to sign the contract with Stanley Elevators, and utilize rollover funds if the project exceeds $130,000. Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.**

-HR Director May said an RN at Maplewood needs a non-FMLA leave of absence for eight weeks.

**Commissioner Englund made a motion to approve the non-FMLA leave of absence. Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.**

-HR Director May said an employee at the DOC needs a non-FMLA leave of absence for two weeks.

**Commissioner Englund made a motion to approve the non-FMLA leave of absence. Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.**

**-**Sheriff Rivera said in preparing last year’s budget a vehicle lease for $26,000 was omitted.

Rivera said many capital project rollovers are available to make the lease payment.

**Commissioner Clark made a motion to authorize the second lease payment for the Sheriff’s lease utilizing rollover funding. Commissioner Englund seconded. Upon a roll call vote the motion passed unanimously.**

**-**Sheriff Rivera requested $2,100 for a dedicated computer to monitor the courthouses cameras. Dedicated money for software upgrades can be moved to pay for this computer.

**Commissioner Englund made a motion to approve the $2,100 expenditure. Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.**

1. **Scheduled Items**

Master Agenda Item #1201: TAN Review and Signing – S. Trombly

**Action Expected: To have the Commissioners review and sign the TAN paperwork.**

**-**Finance Director Trombly discussed the borrowing of funds in anticipation of taxes, with a line of credit of $9,750,000. The rate was identified as the standard overnight financing rate plus 125 basis points.

Trombly said multiple forms would need to be signed, including a TAN certificate.

**The Tax Anticipation Note paperwork was signed by the Commissioners.**

Trombly said she will have Commissioner Wozmak sign the forms on September 19, and the County Treasurer on September 21.

Master Agenda Item #1202: Approval of Second Deputy Register of Deeds– S. Trombly **Action Expected: To vote on and subsequently swear in the second Deputy Register of Deeds.**

-Finance Director Trombly said that the Register of Deeds stated it would be useful to have a second Deputy Register of Deeds. Trombly said the Register of Deeds has put forward Sonya Blake as the second Deputy Register of Deeds. Trombly said HR Director May is a notary and can perform the swearing in.

**Commissioner Clark made a motion to approve the addition of the second Deputy Register of Deeds. Commissioner Englund seconded, upon a roll call vote the motion passed unanimously.**

**HR Director May performed the swearing in.**

Master Agenda Item #1203: SAMHSA Community Mental Health Services for Children “Connected Families Expansion” Grant Award Acceptance – S. Bansley & D. Calcutt

**Action Expected: Sign certificate of vote to accept an award for $4,000,000 over 4 years to improve children/youth mental health outcomes by creating Brief Enhanced Care Coordination “BrECC” program and expanding access to intensive in-home supports “IIHS.”**

-Connected Families Director Calcutt and Grants Manager Bansley introduced a new 4-million-dollar grant from Substance Abuse and Mental Health Services Grant (SAMHSA), aimed at improving children's and youth's mental health outcomes. The grant will be treated as four separate grants of one million dollars each over four years, with the goal of testing the new model and potentially folding it into Medicaid benefits. They discussed the progress and challenges of their grant program, emphasizing the need to stay within the 25% unspent dollars limit and the importance of providing services to families. The conversation also revolved around the possibility of expanding services beyond traditional providers, the need for a needs assessment, and the challenges faced by the State in managing the long-term care coordinator program.

This grant would be used to create a Brief Enhanced Care Coordination program.

**-Commissioner Englund made a motion to accept an award for $4,000,000 over 4 years to improve children/youth mental health outcomes by creating Brief Enhanced Care Coordination “BrECC” program and expanding access to intensive in-home supports “IIHS.”**

Master Agenda Item #1204: Interlocal Agreement Justice Assistant Grant MOU– S. Bansley **Action Expected: To have the Commissioners review and approve the Justice Assistant Grant MOU.**

**-**Grants Manager Bansley said the Justice Assistant Grant, which is funded by the Department of Justice and has been used since 2016. The grant helps offset the cost of cell phones and connectivity for the cruisers.

**Commissioner Englund made a motion to approve the Interlocal Agreement Justice Assistant Grant MOU. Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.**

**County Administrator**

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

-Don Bliss of Municipal Resources Inc. said the Cheshire County EMS strategic planning process is going very smoothly.

1. **Old Business**
2. **New Business**
3. **Consent Agenda Items:**

Vote to accept the Weekly Manifests and Minutes of September 11, 2024.

**Commissioner Englund made a motion to accept the manifests and minutes of September 11, and Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.**

1. **Calendar**

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

1. **General Discussion for Commissioners**
2. **Nonpublic Sessions:**

*A non-public session pursuant to RSA 91-A:3, II(d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

- *C. Coates*

*A non-public session pursuant to RSA 91-A:3, II(l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.*

* *C. Coates*

**At 10:32AM Commissioner Englund made a motion to enter a non-public session pursuant to both RSA 91-A:3, II(d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community as well as RSA 91-A:3, II(l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.**

**Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.**

**At 11:29AM the Commissioners voted to exit the non-public.**

**As a result of the non-public no decisions were made and no votes were taken.**

1. **Adjournment**

**At 11:30 AM, Commissioner Englund moved to adjourn the meeting, which Commissioner Clark seconded. Upon roll call vote, the motion passed unanimously.**

Minutes recorded by:

D. Bernstein

Director Executive Services & Communications

Reviewed by:

T. Clark Clerk, Board of Commissioners