



## COMMISSIONERS MEETING

### Minutes

Wednesday, September 25, 2024

This meeting will be conducted in person  
and via Zoom at

County Hall  
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 Bob Englund, and Terry Clark.

**Absent:** Commissioner Jack Wozmak

**Staff:** County Administrator Coates, Finance Director Trombly, Nursing Home Administrator, Kathryn Kindopp, Director of Human Resources May, Superintendent Iosue, and Grants Manager, Suzanne Bansley

**Guest(s):**

#### **Public Comments**

The Commissioner's opened the meeting at 8:33am.

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

Upon seeing none, he moved on to the next section of the agenda.

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

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

Upon seeing none, he moved on to the next section of the agenda.

#### **II. Scheduled Items**

Master Agenda Item #1206: Pharmacy Proposals for Maplewood – K. Kindopp

**Action Expected: Maplewood Administrator Kindopp will present the responses to the RFP, and the Commissioners will then vote on the proposal to move forward with.**

Kathryn Kindopp was recognized and reported on the RFP for pharmacy proposals that were received.

The RFP went out to bid on August 1, 2024 and responses were due September 6, 2024. Based on the RFP, she received proposals from, Omnicare (current provider), Pharmerica, Health Direct and MedWiz.

The RFP included a series of questions and as a mechanism for reviewing the proposals she set up a spreadsheet to easily compare all 4 responses. One question was if ‘cycle fill’ was offered. Cycle fill means that on a periodic basis - usually every 30 days, the Med carts are completely restocked by the pharmacy on-site here as opposed to every single resident having unique refill dates for every single prescription and managed by MNH nurses. In addition to saving time from the nurses, it also ensures no expired meds, no loose pills and periodic full inspected Medication carts. One bidder is not able to offer this service. Another bidder indicates it is not their preferred method.

Three of the four bidders charge using hourly rates. One charges using a per occupied resident bed per month basis.

She mentioned that medication pricing has complex methodologies because they quote in terms of “WAC” meaning wholesale acquisition cost, or “AWP” meaning average wholesale price and plus or minus percentage points. As these can be misleading as the separate cost of dispensing each med also needs to be considered, she asked in the RFP to provide pricing on the top 25 meds used at the nursing home using their methodology. This provided a better way to see the actual price of a 30-day supply.

While each offer had pros and cons, when comparing as a whole, one bidder, Health Direct, had more favorable offerings and better pricing.

Our Assisted Living facility has been using Health Direct and has had good experience. Additionally, this is the only pharmacy that has experience interfacing with our EMR (Electronic Medical Record System).

Based on the review, the recommendation from Kindopp would be to accept the bid proposal from Health Direct for the provision of pharmacy services to begin in 2025 for a 3-year initial contract.

**Commissioner Englund made a motion to allow Nursing Home Administrator Kindopp to accept the bid proposal from Health Direct for the provision of pharmacy services to begin in 2025 for a 3-year initial contract. Commissioner Clark seconded. Upon roll call vote, the motion passed unanimously.**

Master Agenda Item #1207: Award Acceptance, NH Homeland Security EMPG – S Bansley, C Coates

**Action Expected: Vote to authorize the application submission and subsequent award acceptance of a NH Homeland Security EMPG for the Advanced EMS/Fire Radio Network Equipment project in which Cheshire County will fiscally sponsor a \$1,250,000 grant on behalf of Southwestern NH District Fire Mutual Aid.**

County Administrator Coates recognized Grants Manager Suzanne Bansley to discuss a grant application that the County will be submitting to NH Homeland Security EMPG in the amount of \$1,250,000 for the benefit of Southwestern NH District Fire Mutual Aid. The funding, if awarded, will go towards the SWNHDFMA EMS/Fire radio equipment project. As a result, if awarded, the county will provide fiscal oversight of the funds.

After further discussion, the following motions were made to allow for the submission as well as subsequent award acceptance.

Commissioner Englund made a motion to authorize Grants Manager Suzanne on behalf of the County of Cheshire to submit an application to NH Homeland Security & Emergency Management for an Emergency Management Performance Grant for the “Advanced EMS/Fire Radio Network Equipment” project and to execute any and all documents, application forms, attachments, agreements, and other instruments, and any amendments, revisions, or modifications thereto, as she may deem necessary, desirable, or appropriate to effect the purpose of this vote. Commissioner Clark seconded. Upon roll call vote, the motion passed unanimously.

Commissioner Englund made a motion to authorize Commissioner Chair John “Jack” G. Wozmak, J.D. or County Administrator Christopher C. Coates on behalf of the County of Cheshire to accept the aforementioned grant, if awarded, and to enter into a grant agreement with the aforementioned funder and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable, or appropriate to effect the purpose of this vote; and to also enter into any contractual agreements; including, but not limited to vendor subcontracts, subrecipient agreements, and/or memorandums of understandings; as necessary to carry out the goals, objectives, and activities of the agreement. Commissioner Clark seconded. Upon roll call vote, the motion passed unanimously.

Commissioner Englund made a motion to authorize Grants Manager Suzanne Bansley or Grants Specialist Jennifer Robinson to hereby be appointed as the authorized certifying officials, contacts, and liaisons with regards to the above referenced agreement and are both hereby authorized on behalf of the County of Cheshire to certify or sign vouchers or requisitions for payments or claims to the agreement. Commissioner Clark seconded. Upon roll call vote, the motion passed unanimously.

Commissioner Englund made a motion to authorize the application submission and subsequent award acceptance and the grant agreement terms as presented of a NH Homeland Security EMPG for the Advanced EMS/Fire Radio Network Equipment project. Cheshire County will fiscally sponsor a \$1,250,000 (no match) grant on behalf of Southwestern NH District Fire Mutual Aid. The purpose of the project is to modernize their existing fire and emergency medical services communication network. Commissioner Clark seconded. Upon roll call vote, the motion passed unanimously.

**III. County Administrator**

Due to another commitment to give the opening remarks for Radically Rural event and the fact that there were no pressing issues to speak on, Coates indicated that he would not be doing his weekly County Administrator update.

**IV. Old Business**

Commissioner Clark mention that he was pleased to announce that Sullivan County has recently joined the Cheshire Community Power.

**V. New Business**

No new business

**VI. Consent Agenda Items:**

Vote to accept the Weekly Manifests and the meeting minutes of September 18, 2024.

**Commissioner Englund moved to approve the manifests and minutes, and was seconded by Commissioner Clark. Upon roll call vote, the motion passed unanimously.**

**VII. Adjournment**

**At 9:00 AM, Commissioner Englund moved to adjourn the meeting, which Commissioner Clark seconded. Upon roll call vote, the motion passed unanimously.**

Minutes recorded by:

S. Trombly  
Finance Director

Reviewed by:

T. Clark  
Clerk, Board of Commissioners