

MINUTES
Cheshire County Commissioners Meeting
Wednesday February 08, 2017 09:30AM
Department of Corrections
825 Marlboro Road
Keene, NH

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

STAFF: Finance Director Trombly, Superintendent Van Wickler, DOC Facilities Manager Barlow, and Assistant County Administrator (ACA) Bouchard.

Guests: Steve Horton

At 9:32AM the meeting opened and Chairman Graves took-up Master Agenda Item #463: Maplewood Reconstruction Update – Steve Horton – County Owner’s Representative.

Steve Horton reports out and an audio recording of this report will posted online and can be found here: [http://www.co.cheshire.nh.us/Maplewood Reconstruction 2017/MNH Reconstruction Project.htm](http://www.co.cheshire.nh.us/Maplewood_Reconstruction_2017/MNH_Reconstruction_Project.htm)

Coates hands out a preliminary construction schedule for the new wing and the reconstruction of the existing Maplewood Nursing facility that shows the start of the project in January of this year with the projected completion of the addition by December 2018 and the completion of the renovation of the existing facility by December 2019. Updates to the schedule will published as required.

The County Administrator then provided the Weekly Operations Report.

Coates said that forty-five (45) candidates applied for the open Human Resources Director position with twenty-five (25) qualified applicants selected for review. Six of the candidates were chosen to be interviewed with the interviews scheduled to take place next week. Coates said that the HR Assistant has done a very good job of keeping the department running smoothly in the absence of a HR Director.

Coates discussed a System of Care (SOC) grant potential new hire who has come forward with a request for additional vacation days that carried over from their previous job. The original request was to carry over twenty-three (23) days. The modified request is now for sixteen (16) days with the majority of the days being unpaid vacation days. Coates said that requests like these are not uncommon when new employees leave one employer for another but he wanted to bring the situation to the Commissioners attention as the number of days requested and those eventually agreed to is usually high.

Coates then discussed the Comprehensive Addiction and Recovery Act (CARA), which authorizes a new \$100 million discretionary grant program for prevention and treatment of justice-involved persons with substance abuse disorders. The Bureau of Justice Assistance (BJA) will be hosting a conference in DC on February 28 designed for states, counties, cities, tribes, law enforcement and other agencies considering applying for CARA grant funding. He said that two (2) representatives from the County can attend through a grant being made available that covers attendance costs. He discussed that the Grants Manager should attend if possible and second staff member could also attend if appropriate.

Coates then discussed that the United Way local giving program only had five (5) staff member’s

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sign-up to contribute last year. He said that this year a staff team put together a program to better promote the options to all employees and to date twenty-five (25) staff are now contributing and \$2,853.00 has been raised. He said that the campaign is continuing and it is hoped that more employees will join the program.

Coates then said that he and Bouchard had meet the previous week and discussed creating a County-wide calendar for the management of all RFP and Bids. When a draft is complete it will be brought forward at a future Commissioner's meeting.

Bouchard then discussed the on-going implementation of the new facilities work order and capital maintenance software package (WorxHub) and said that based on current planning the new work order system should be rolled-out to the Keene campus by the end of February and further that the first iteration of a Capital Maintenance Program should be available for review and edits by the end of March.

Coates then said that he will be on a conference call tomorrow concerning the Federal / State waivers for County Assisted Living facilities. The potential impact on not receiving a waiver from the Center of Medicare / Medicaid could mean that Medicaid residents could no longer be admitted to the Assisted Living facility.

Coates then began a discussion of the County's pilot of the Home Handyman program and said that the only hurdle to implementation is that funding for the program has not yet been released. He will keep the Commissioner's informed when notice of funding has been received.

Bob Barlow DOC facilities manager was then recognized and reported out on the HVAC balancing work that has been accomplished over the past two (2) weeks. He said that there is a demonstrable positive difference already, and the HVAC systems are running far more smoothly. Work will continue over the next few weeks. He said that more of the geo-thermal system capacity is now being used and less of the propane that was providing much of the heating and cooling of the building. He then said that more air re-cycling and lower humidity throughout the building has been achieved and is also contributing to lower propane fuel usage. The system controller programming updates for the entire HVAC system has also been completed and now works much more precisely than previously.

The boiler interface module on one of the boilers was replaced because one of the three propane boilers had a different control module that prevented it from running in-line with the other boilers putting a much heavy load on the two (2) remaining systems. A discussion of a capital maintenance plan for the facility was covered.

The Commissioner's thanked Barlow for his report.

Commissioner Cartwright asked the Superintendent about this week drop in the federal inmate population. Van Wickler said he knows of no direct reason for the decline and said that it could

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be for a great number of reasons that have to do with the courts, police departments, and other agencies.

An extended discussion of the medical services that are available to inmates was undertaken and Van Wickler discussed the many different medical assistance requirements that are mandated by the courts. The discussion then turned to the inmate population and the mix of drug users and other criminal behaviors.

Coates remarked that he wished to bring to the attention of the Commissioners the great outpouring of support for the family and colleagues connected to the recent passing of a Correctional Officer from the Department of Corrections staff. He said that he was immensely impressed and gratified that the officer's colleagues and other county staff members have done so much to assist each other and the officer's family during this time of grief, reflection, and mourning.

Old business was taken-up and a question concerning the use of the Sheriff's deputy prosecutor for appearances and the cost of paying for the use of a County Attorney to prosecute cases was covered.

The weekly census was then reviewed.

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

The minutes of February 1, 2017 were then reviewed and Commissioner Cartwright moved to accept the minutes as amended and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.

The Commissioners calendar was reviewed and no changes we made.

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

At 11:55AM 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