

MINUTES
Cheshire County Commissioners Meeting
Wednesday, April 22, 2015 09:30am
Commissioners Conference Room
12 Court Street
Keene, NH 03431

PRESENT: Commissioners Stillman Rogers, Chuck Weed, and Peter Graves.

STAFF: Finance Director Trombly, Drug Court Personnel Alison Welsh and Rachel Kohn, County Attorney McLaughlin, Sheriff Rivera and Captain Croteau, MNH Administrator Kindopp and Director of Nursing Wolbert (Telephonically), Register Anna Tilton, and Assistant County Administrator (ACA) Bouchard

PUBLIC: Westmoreland Selectman Hammond, Dorrie O'Meara

Chairman Rogers opened the meeting at 9:30AM and ACA Bouchard was recognized for the purpose of providing the Weekly Administrators operational update.

Bouchard presented a letter from NH Fish and Game to allow the continued release of pheasants on the farm property in Westmoreland. The County has been participating in the program for a number of years and this is an extension request. Following discussion the Commissioners agreed to continue with the program. Bouchard will send the authorization back to Fish and Game this week.

Bouchard then discussed the need to repair or replace the standby generator transfer switch that provides power to the Old Courthouse segment of the buildings. He said that after testing the switch Powers Generator determined that at least one or more of the micro-switches in the transfer switch box have failed and because of its age the parts cannot be obtained to repair it. If the grid power fails the transfer switch must be manually operated to restore power to the Old Courthouse portion of the building. More research will be done to determine if other options are available and the costs associated with the options will be explored.

Bouchard then updated the Commissioners on the cell phones and email accounts being acquired and set-up for their use. Bouchard said that the vendor was able to provide the phones at .01 each under the State contract for phone services. This project will enable the Commissioners to separate County business from their personal accounts and provide additional security for conducting County business at very low cost.

Master Agenda Item #216: Sheriff's Department - Swanzey Radio Generator Bid Results – Dispatch was then taken-up for discussion. The Sheriff and Captain Croteau presented the bidders and discussed the responses received. The Commissioners asked questions around the site and use of the equipment and following discussion **Commissioner Graves moved to authorize the acceptance of the back-up generator bid from Tattersall Electric for an amount not to exceed \$6,550.00 with funds to taken from the 2014 Vermont Yankee grant monies. Commissioner Weed seconded the motion and upon vote the motion passed unanimously.**

The following chart shows the bidders and the amounts bid for the generator installation for the

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Swanzey radio site:

SPECIFIC TO THE SWANZEY SITE: On 4/22/2015

THIS PROJECT WAS AWARDED TO TATTERSALL ELECTRIC AS THE PROPOSER OF THE LOWEST COST.

PROPOSAL RECEIVED FROM:	SITE VISIT/INSPECTION COMPLETED	BID SUBMITTED ON TIME	REFERENCES	PROPOSAL MET <u>ALL</u> SPECS/EXPECTATIONS AND REQUIREMENTS INCLUDING ABILITY TO COMPLETE PROJECT ON TIME.	TOTAL PROPOSED COST	MODEL/ BRAND PROPOSED
TATTERSALL ELECTRIC	YES	YES	YES	YES	\$6,550.00	KOHLER 10/RESV
POWERS GENERATOR	YES	YES	YES	YES	\$8,875.00	KOHLER 10/RESV
GREEN MOUNTAIN COMMUNICATIONS	YES	YES	YES	YES	15,800.00	KOHLER 10/RESV

Master Agenda Item #217: Drug Court Program Update was then discussed.

An extended discussion about the various treatments and program elements began and the Commissioners asked a numbers of questions about the program's effectiveness and the recidivism rates. Also discussed were treatment modalities and how the participants are tracked, tested, evaluated and classified when they are accepted into the program.

The following infographics were distributed at the meeting to illustrate the various elements of the Drug Court program and to provide a demographic overview of the participants and the overall effectiveness of the program.

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CHESHIRE COUNTY DRUG COURT
EVALUATION REPORT TO THE COUNTY COMMISSIONERS
APRIL 22, 2015

This summary reflects Cheshire County Drug Court participation and enrollment data through March 31, 2015.

All 10 key components of drug court are being implemented



- 26 Active Participants
- 14 (35.9%) Female
- Weeks in CCDC: 37.0 (range 7-75)
- Phase I: 23 (avg. 28.8 weeks)
- Phase II: 2 (avg. 5.0 weeks)
- Phase III: 1 (avg. 2.8 weeks)
- 53 Referrals and Legal Screens
- 17 Rejected applications
- 43.9 days from referral to plea date
- 1.7 days from plea hearing to treatment engagement
- 1 Drug-free baby born on 2/5/14
- 5 Graduation
- 8 Terminations

All Participants are High Risk/High Need

- ORAS Score: 30.21 (range 25-38)
- Diagnosis (GAIN-I Lite):
- ⇒ Opioid dependence (32); Abuse (1)
 - ⇒ Cocaine dependence (19); Abuse (6)
 - ⇒ Alcohol Dependence (7); Abuse (4)
 - ⇒ Other drug dependence (3); Abuse (2)
 - ⇒ Poly-dependence (2)
 - ⇒ Mood disorder (16)
 - ⇒ Anxiety (15)
 - ⇒ Conduct disorder (13)
 - ⇒ Attention deficit hyperactivity disorder (9)
 - ⇒ Antisocial personality disorder (5)
 - ⇒ Depression (4)
 - ⇒ PTSD (4)
 - ⇒ Bipolar (3)
 - ⇒ Pathological gambling (3)

Evidence-Based Treatment

- Treatment Sessions:
- 2,342 Group (IOP)
 - 1,029 Individual Counseling
 - 1,778 Case Management
 - 4,599 Support Group (AA/NA)

Fully Engaged Drug Court Team

- Training Attended in 2014 (35)
- Regular attendance at weekly meetings:
- ✓ Coordinator
 - ✓ Probation and Parole Officer
 - ✓ Case Manager (s)
 - ✓ Treatment Provider
 - ✓ Judge
 - ✓ County Attorney
 - ✓ Public Defender
 - ✓ Chief of Police
 - ✓ Evaluator

Preliminary Results

- Urine Analysis**
- 3,226 Random Drug Tests
 - 274 Positive Screens (8.5%)
- Living Arrangements**
- 9 Reside/resided at SCS
 - 30 Community-Based (shelter, fam., etc)
- Structured Hours**
- 36,538 Total Structured Hours
 - 22.0 Average Structured Hours/wk
 - 10 Employed
- Sanctions**
- 128 Additional CS hours or CM meetings
 - 150 Jail sanctions (849 days)
 - 54 Additional supervision/Proof
 - 48 Writing assignment/Presentation
 - 37 Verbal warning/Confrontation
 - 7 Phase demotion
 - 8 Termination
- Incentives (Ratio 4:3) Target 4:1**
- 274 Praise Judge
 - 61 Gift cards
 - 36 Applause
 - 36 Handshake
 - 21 Phase advancements
 - 18 Reduced supervision
 - 6 Special permission
- Treatment Interventions**
- 59 Additional counseling
 - 24 Functional analysis of relapse
 - 23 Behavioral contract
 - 17 Additional AA meetings
 - 14 Additional homework
 - 5 Team roundtables

Forging Partnerships and Giving Back

Total Community Service Hour to Date: 5,555 hours

Organizations Providing CS Hours:

- ✓ Monadnock United Way and affiliates
- ✓ Southwestern Community Services
- ✓ Linda's Closet
- ✓ Salvation Army
- ✓ Stonewall Farm
- ✓ Hundred Nights



Community Outreach Efforts by DC Team:

- ✓ Kiwanis Club
- ✓ Lion's Club
- ✓ Keene Rotary Club
- ✓ Greater Keene Chamber of Commerce
- ✓ Leadership Monadnock
- ✓ NH Listens
- ✓ Elm City Rotary Club
- ✓ Live United

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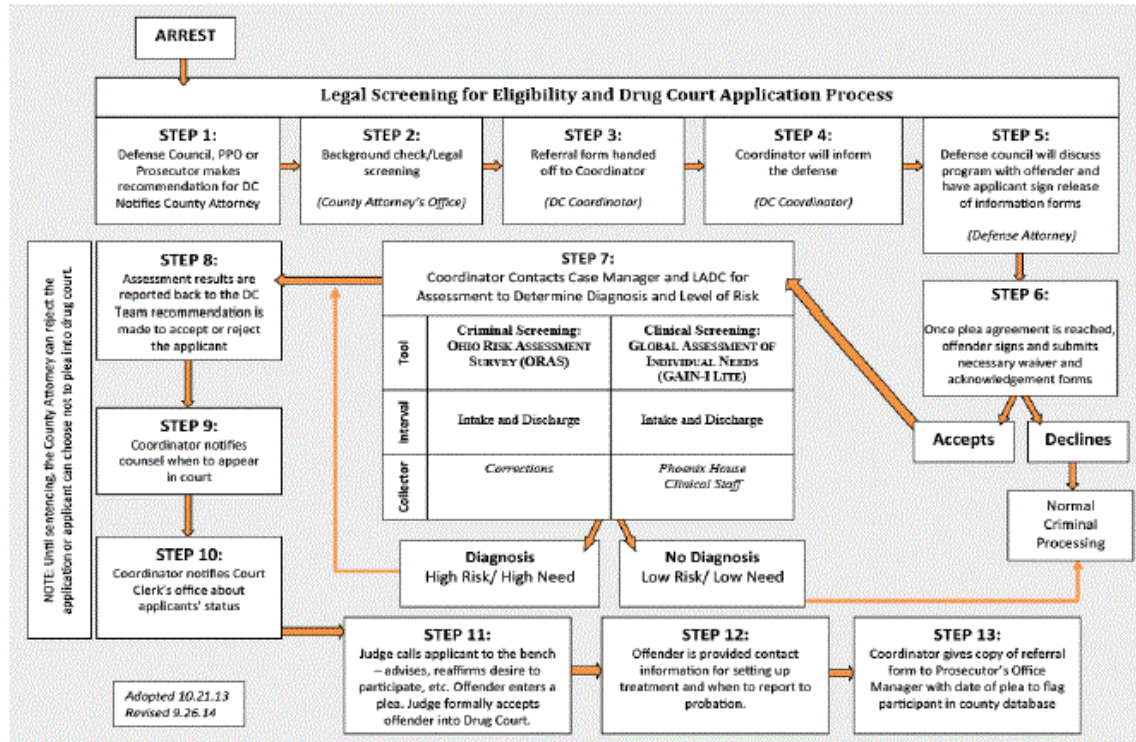
CHESHIRE COUNTY DRUG COURT
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The 10 Key Components of an Evidence-Based Drug Court

1. Drug courts integrate alcohol and other drug treatment services with justice system case processing
2. Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights
3. Eligible participants are identified early and promptly placed in the drug court program
4. Drug courts provide access to a continuum of alcohol, drug, and other related treatment and rehabilitation services
5. Abstinence is monitored by frequent alcohol and other drug testing
6. A coordinated strategy governs drug court responses to participants' compliance
7. Ongoing judicial interaction with each drug court participant is essential
8. Monitoring and evaluation measure the achievement of program goals and gauge effectiveness
9. Continuing interdisciplinary education promotes effective drug court planning, implementation, and operations
10. Forging partnerships among drug courts, public agencies, and community-based organizations generates local support and enhances drug court effectiveness

Participant Flow Chart

Referrals into the CCDC may come from any member of the criminal justice system. Referrals can be made by the county attorney, the public defender, probation and parole officers, the superior court or district court Judges, private defense counsel, house of corrections, the arresting agency, or district court (local) prosecutors. Once a referral has been made the following steps will be followed:



Definition of High Risk/High Need

CCDC targets offenders who are 1) addicted to illicit drugs or alcohol and 2) are at substantial risk for reoffending or failing to complete a less intensive disposition (e.g., standard probation or pretrial supervision).

- ⇒ High Need: measured by the ORAS which assesses the criminogenic thinking and behaviors of the offender (HIGH NEED)
- ⇒ High Risk: measured by the GAIN which generates a clinical mental health, addiction/dependence diagnosis (HIGH RISK)

The Commissioners thanked Welsh and Kohn for their presentation and remarked that the infographic was very useful.

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Register Tilton was then recognized and introduced Dorrie O'Meara who is the owner of the buildings adjunct to the 33 West Street County Building. O'Meara said that she was experiencing a number of issues with vandalism and her staff feeling unsafe from people who are loitering in the alleyway between the buildings at night. She said that she is working with the Keene PD but they haven't been able to catch the person who is causing the damage to cars parked behind her building. She asked if it was possible to have camera's mounted on the building on the County side of the alley so that recording can be made for use by the Police. The Commissioners asked some questions and ACA Bouchard will work with O'Meara to find suitable camera mounting spots.

At 10:34AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Weed moved to go into non-public session to discuss the hiring of any person as a public employee Commissioner Graves seconded the motion. Upon vote the motion to enter non-public session was approved unanimously.

As a result of the deliberations in nonpublic session a vote to hire D. J. at an hourly rate of \$21.74 per hour as an LPN at Maplewood was approved unanimously based on D. J.'s over 30 years of experience, training, and education.

Also as a result of further deliberations in nonpublic session, a vote to hire C. N. as a Per-Diem RN nurse at an hourly rate of \$30.89 was approved unanimously based on C. N.'s experience, training, and education.

At 10:46AM The Commissioners unanimously voted to return to public session.

Master Agenda Item #218 Review and adoption of revised County Administrator Job Description and #219: Review and adoption of revised County Organizational chart was then taken up for discussion.

The Commissioners reviewed the revised job description and organizational chart and Commissioner Graves moved to accept the document as presented and was seconded by Commissioner Weed. Upon vote the motion passed unanimously. The new job description is as follows:

Position Title: County Administrator
Reports to: Board of Commissioners
GENERAL SUMMARY:

Department: Commissioners Office
Date: March 2, 2015

The County Administrator is the administrative representative of the Board of Cheshire County Commissioners with the public, other governmental agencies, elected officials and the departments and personnel of Cheshire County. The person in this position provides technical

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support and guidance to the Board and provides advice to the Board in the areas of policy development, program evaluation, public communications, budgetary process, personnel management, data processing and emergency management functions and from time to time to make such recommendations to the Board of Commissioners as the County Administrator may deem appropriate. The position includes responsibilities for consultation with and provision of assistance to elected officials and Departmental managers in the execution of their duties and the presentation of reports on Departmental operations at the request of the Board of Commissioners. The position also includes, as a primary duty, the oversight of preparation of annual budgets for County departments (including those of elected officials) and agencies, oversight of their development and oversight of their execution throughout the budget cycle. The County Administrator serves as liaison between the Board of Commissioners, elected officials and the departments of County government within County Government and serves as the Public Information Officer at the request of the Board of Commissioners in coordination with affected department managers and elected officials.

ESSENTIAL JOB FUNCTIONS:

- Attends regular and special meetings of the commissioners and Cheshire County Delegation as they shall require
- Keep full and complete records of the commissioners' office and its meetings. Prepares agenda, ensures that minutes of meetings are kept and distributed in accordance with County Policy
- Provide a synopsis of reports or meetings for publication if requested by the board of commissioners and in accordance with NH Law
- Provide the commissioners an objective view of the needs of the County within the scope of the position's authority
- Prepares public notices when required
- Prepares press releases when required
- Regularly meets with elected officials and department managers to keep abreast of departmental operations and to obtain information to familiarize the Board of Commissioners on ongoing operations and anticipated problems and issues.
- Ensures the maintenance of all official records in accordance with statutory and regulatory requirements and that County personnel policies are followed in all departments of the County government.
- The County Administrator briefs the Board of Commissioners on pertinent issues and then makes certain that the Board's decisions are carried out.
- Compiles and publishes the County's annual report in accordance with NH law
- From time to time, at the request of the Board of Commissioners or a department manager, conducts bidding processes and present results to the Board of Commissioners for decision

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- Is responsible for the preparation of the County budget to the Board of Commissioners and the County Delegation and is responsible for oversight of the expenditure of all appropriated funds, grant funds, special purpose funds and other funds and assets of the county.
 - Additional primary duties may be added by the Board of Commissioners from time to time for the overall good of the County and enhancement of the position
 - The County Administrator is required to assist and advise all elected officials and County department managers at all times in the event of emergency, and in so doing may, with the advice and consent of the Board of Commissioners, authorize elected officials and department managers to render such assistance to constituent towns of the County as may be within the capacity of county government.
 - Facilitates access of elected officials and department managers to the Board of Commissioners and presents elected officials and departmental issues and requests to the Board at the request of elected officials and departmental managers, provided that direct access to the Board by any elected officials and departmental manager shall not be denied.
 - Provides ongoing reviews of county operations to the Board of Commissioners and from time to time proposes to the Board of Commissioners changes to existing programs and services or new programs as may enhance their efficiency and effectiveness or better serve the interests of the people of Cheshire County.
 - Reviews and makes recommendations to the commissioners on necessary policy changes
 - Serves, along with other appropriate designated County officers, as the representative of the Board of Commissioners on collective bargaining bodies, transmits the Boards proposals and requirements of the various parties to the Board.
 - From time to time recommends to the Board of Commissioners the engagement of such outside services and may be required by the County and, upon their engagement, oversees their work on behalf of the County and reports his observations to the Board.
 - Interacts with governmental, community, business leaders and citizens as required
 - Serves as point of resource and guidance on a daily basis for the County's Department Managers
 - Works with elected and appointed officials to resolve issues of mutual concern and to develop harmonious working relationships in order to provide optimum service
 - Monitors trends in wage, salary and benefits to ensure equity and stability in the County work force
 - Reviews employee grievances, assembles appropriate grievance documentation from the grievant and responding department for presentation to the Board of Commissioners as required by County policies and appropriate statutes.
 - Develops long-range capital programs, including estimates of projected revenues and expenditures. Coordinates planning with elected and appointed officials for long-range space and building needs

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- Maintains effective communication and liaison with the County legislative Delegation
 - Performs other tasks and assignments as directed by the board of commissioners
 - At the direction of the board, develops plans to attract new developments to the County

SKILLS / EXPERIENCE / TRAINING AND EDUCATIONAL REQUIREMENTS:

- Bachelor's degree and advanced degrees preferred.
- Experience in County or relevant local government, knowledge, training or experience in county government functions preferred
- Relevant knowledge of governmental finance, budgeting, bonding, grant writing and controls, accounting, risk management, private health insurance operations.
- Experience in the design, construction, oversight and maintenance of large governmental buildings and in the supervision of construction contracts.
- Ability to manage multiple priorities and programs simultaneously and to delegate and supervise varying tasks.
- Patience, tact, and understanding when working with staff, the media, elected officials or the public
- Flexibility to adapt to changing conditions and the various details of the position
- Ability to act as a respectable ambassador for the commissioners at all times

WORKING CONDITIONS/PHYSICAL DEMANDS:

Normal office environment, not subject to extreme variations of temperature, noise, odors, etc.

May use computer keyboards requiring eye-hand coordination and finger dexterity.

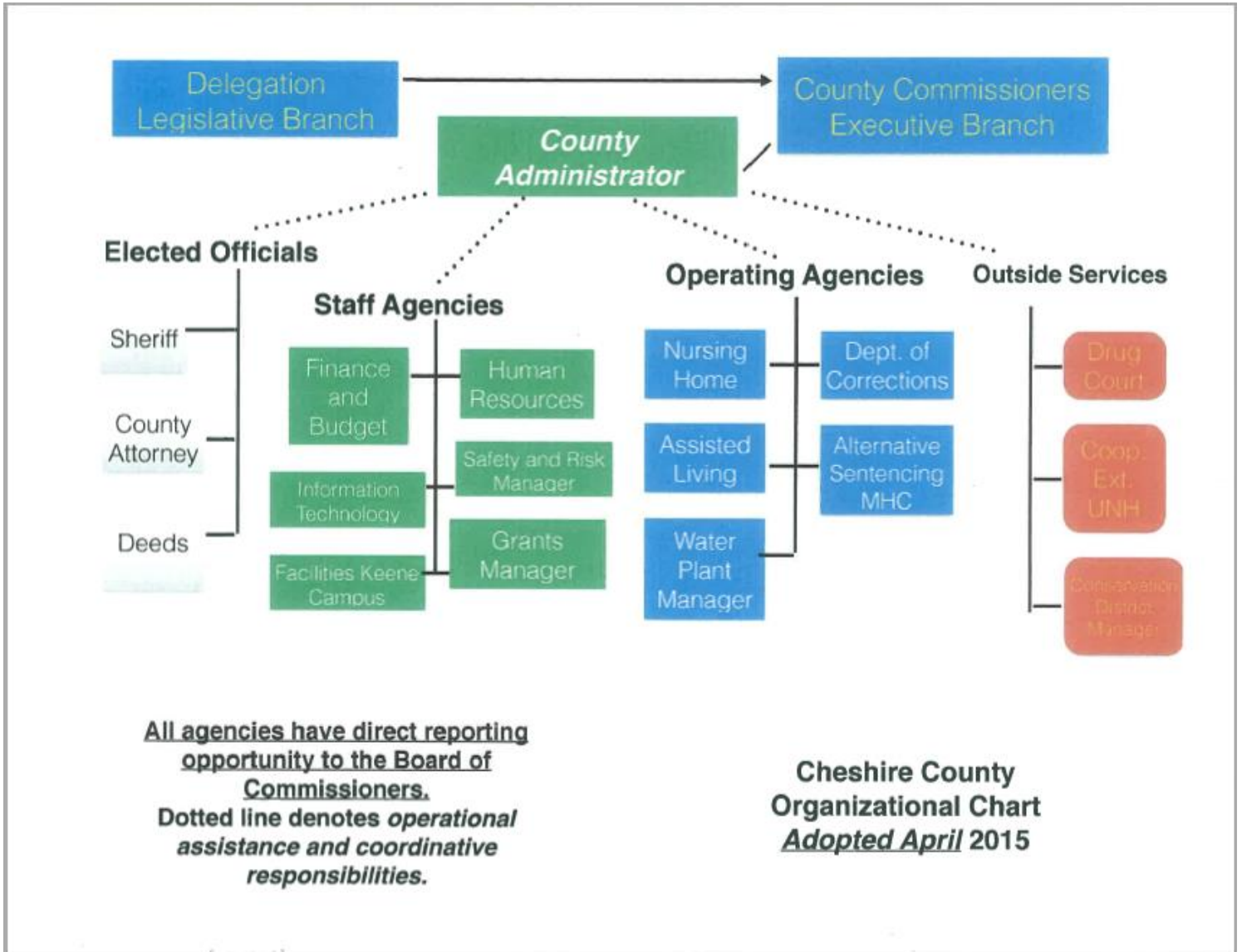
More than half of time spent in normal office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

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The adopted County organizational chart is as follows:



Commissioners Weed then began a discussion of the availability of handicapped parking on Winter Street based on a communication he had received concerning the lack of handicapped parking near the Courthouse. It was discussed that four (4) handicapped spaces were available to the public on Winter Street, one (1) in the County 33 West Street lot and three (3) immediately

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next to the new Courthouse. The discussion then turned to the overall lack of parking anywhere in the immediate area and that it is unlikely that the State could add any further handicap parking to the existing three (3) spaces.

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

The minutes of April 15, 2015 were then reviewed and Commissioner Weed moved to accept the minutes as presented. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.

The Weekly census and Commissioners Calendar were then reviewed.

At 11:18AM there being no further business to discuss, **Commissioner Weed moved to adjourn the meeting. The motion seconded by Commissioner Graves and upon vote the motion passed unanimously.**

Respectfully Submitted,
P. Graves, Clerk