

MINUTES
Cheshire County Commissioners Meeting
Wednesday August 24, 2016 09:30AM
Maplewood Nursing Home
201 River Road
Westmoreland, NH 03467

PRESENT: Commissioners, Stillman Rogers, Charles Weed, and Peter Graves

STAFF: Administrator Coates, Finance Director Trombly, HR Director Hurley, Safety Officer Fortner, and Assistant County Administrator (ACA) Bouchard.

At 9:30AM Chair Rogers opened the meeting and recognized Safety Officer Fortner for presentation of Master Agenda #408: Semi-Annual Report Safety.

Report to the Commissioner

Listed below is a summary of the current and on-going projects for the 3rd/4th quarters of 2015, 1st and 2nd quarters of 2016

- Continuing preparedness for the Center for Medicaid Services adoption of the 2012 Life Safety Code at Maplewood Nursing Home that involves meeting new requirements for emergency preparedness, ensuring continuity of operations and extensive staff training. Reviewing NFPA 1600, which will be strongly implemented during our next survey.
- Disaster and fire drills were held in accordance with state and local regulations. Currently preparing for the required 2016 functional drill at MNH. An additional functional drill involving an active shooter or some type of workplace violence may be planned for later in the year.
- Completed all emergency equipment inspections and replaced items as needed.
- The Safety Officer has received training in the following: Citizens Response to Active Shooter Events presented by Chief Deputy Trevor Croteau; Active Shooter Events in Health Care Settings; How to Act and React if the Unthinkable Happens in Your Facility; Surviving the Active Shooter presented by Lt Shane Maxfield, Keene PD.
- Attended the NH Integrated Emergency Volunteer Training Conference and participated in a full scale POD exercise.
- Attended the NHSEM Emergency Preparedness Conference.
- Organized several CRASE training programs for Keene campus employees
- Organized four (4) fire extinguisher training sessions for Maplewood employees.
- Serves on the Cheshire County Wellness Committee. Assisted with planning and facilitation of two employee health fairs: May 13th at MNH, May 26th at 12 Court St.
- Ensure all the Transportation department and drivers who transport residents driving record and/or defensive driving certificates are current.

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- Developed the agendas, created and distributed all the meeting minutes for both the MNH Complex Safety Committee and the Cheshire County Joint Loss Management Committee. The Cheshire County JLMC is also responsible for inspecting all County-owned facilities, generating an inspection report and submitting the results to the responsible departments.
- Managed Worker's Compensation claims as they occur, assists with developing and providing Temporary Alternative Duty as needed for injured employees.
- Completed the annual schedule of exposures for Primes, enter property/liability claims as required.
- Obtained the assembly permits from the fire departments for Maplewood and County Hall.
- Working closely with Primex to develop programs to manage and monitor our progress and continue in our efforts to meet our benchmarks.
- Continuing to meet employee's ergonomic needs with the review of workstations, adding ergonomic devices and space planning with occasional furniture purchasing
- Organized the Security Committee for the Keene Campus, responsible for receiving and evaluating perceived security risks.
- Hosted and organized the May Healthcare Workforce Group meeting, followed by Narcan Training for nursing staff.
- Assisted with organizing and executing the required May 12th "fire watch" while the Maplewood sprinkler system was being repaired.
- Currently in the 8th month of a 12-month series of workshops for Nursing Supervisors to assist with developing their skills and understanding their roles during emergencies at Maplewood.

Fortner then reviewed Workers Compensation claims for year-to-date and provided a five-year review of claims. The County insurance carrier (Primex) has stated that Cheshire County has the lowest, or one of the lowest, claims rates in all areas of coverage. This has been true for the past three (3) years and resulted in the County and Safety Officer Fortner receiving an award from Primex as the County of the Year for safety programs and overall results.

Fortner then presented an updated County Inspection Policy used by the Joint Loss Review Committee for review and discussion. Fortner explained that the policy has not been updated for a number of years and discussed the four (4) levels of incidents that are proposed. Following review and discussion it was decided to amended portions of the document and it will be

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presented at next week's meeting.

The Commissioners thanked Fortner for her report and commended her for her work in making the County facilities a safe place to work and safe and secure place for the Maplewood residents.

County Administrator Coates was then recognized and reported out the following items for the Weekly

Dedication of the 2015 Annual Report – Coates asked Commissioner Rogers to read the Dedication page to the 2015 Annual Report. Rogers read the following into the record of the meeting:

Finance Director, Sheryl Trombly & Maplewood Administrator Kathryn Kindopp

The County gratefully acknowledges the many years of loyal service, dedication and leadership provided by Sheryl Trombly and Kathryn Kindopp.

Sheryl Trombly has served the County for 27 years hired in 1989 in the Finance Office as an accountant working her way to Director of Finance the position she continues in today. Sheryl has excellent knowledge about all aspects of the duties associated with her position Sheryl is polite, attentive and courteous to the public, other employees and elected officials. She is highly regarded by her peers for the vast historical knowledge she has of the County.

Kathryn Kindopp has been associated with Maplewood Nursing Home for 21 years hired in 1995 as Director of Physical Therapy for the nursing home. Kathryn accepted the position of Administrator of Maplewood in 2007 and over the past 9 years has led the nursing home with a steady and caring hand.

Kathryn is level headed and can process the pressures of her position in a thoughtful and pragmatic manner. Kathryn is able to analyze and resolve problems not shying away from making hard decisions. With all that said her most prevalent asset is her ability to value those that are in her care or work for her at Maplewood. There is not a resident or employee of the nursing home she does not know by name.

Both Sheryl Trombly and Kathryn Kindopp are being recognized for their years of dedication to the County but in particular for their work on guiding the community discussion on what is to be done with Maplewood Nursing Home. This has not been an easy process but over the last 7 years they have worked to answer all questions asked by Commissioners, State Representatives, and Task Force Members architects engineer's staff and community members. Because of their dedication and effort Cheshire County is nearing a time when a decision can and will be reached. Thank you for all you do on behalf of County of Cheshire.

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Coates then discussed the “Handyman” project which is a proposed collaboration with Home Healthcare/Visiting Nurses and Southwest Community Services (SCS) and Service Link. Service Link will coordinate the requests and will work with SCS to complete the work being requested. Coates said that the program is focused on providing only those handyman services that will improve accessibility services for County resident so that they can remain in their homes for longer periods instead of having to move into assisted living or nursing homes for safety reasons. He cited a similar service called “Monadnock at Home” located in Peterborough, NH that is a local program that provides a similar service. Keene Senior Center is interested in participating and a discussion to create a program similar to the “Village to Village Network” which is a national program was discussed.

Coates and Kindopp discussed how the program can be made available directly to residents through existing resources such as the area nursing homes and Cheshire Medical Center (CMC) through each of the facilities discharge process.

A discussion of Assisted Living then began and a number of previously discussed options for how Assisted Living facilities in the area would be impacted if the County’s off Assisted Living program were to be split up into multiple places through the county so that residents might be closer to their families. It was generally agreed that because of current Center of Medicare and Medicaid (CMS) regulations it would be almost impossible to operate separate facilities throughout the County.

Coates then said that a department head meeting will be held on Friday 8/26/16 to discuss Employee Handbook and other items.

Coates then discuss a tour of Maplewood that was provided to Congresswoman Anne Kuster yesterday that was scheduled to help her understand the issues around the Nursing home and potential re-use of the facility if the nursing home was moved to Keene. Coates said that Kuster and her staff asked many questions and he feels that she understands the importance of the nursing home to the community and potential benefits of a regional long term drug addiction treatment center in the area.

Coates then discussed Herdsman house repairs that are currently underway. He said that the work is on target to be completed late this week or early next week and described the project as on-time and on-budget. The Commissioners will tour the house and site at the conclusion of the regular business of the meeting today.

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

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Commissioner Weed moved to accept the Minutes as presented of July 8, 2016 as amended and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.

Commissioner Weed moved to accept the Minutes as presented of August 17, 2016 as amended and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.

The Commissioner's Calendar was then reviewed.

A discussion of the cost of the maintaining the Herdsman property going forward began and a number of ideas were considered for the house and the farm.

The meeting then recessed to the Herdsman house for a tour of the facility.

At 11:56AM there being no further business to discuss, Commissioner Graves moved to adjourn the meeting. The motion seconded by Commissioner Weed and upon vote the motion passed with unanimously.

Respectfully Submitted,

P. Graves, Clerk