

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 5, 2011 9 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Pratt, Rogers, Zerba and Commissioner-elect Aaron Patt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; HR Manager Hurley.

Chairman Rogers opened the meeting at 9:03 AM.

**MINUTES: Commissioner Zerba moved that the minutes of December 29, 2010 be approved, seconded by Commissioner Pratt, voted unanimously.**

**MANIFEST: Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.**

The Commissioners reviewed the Calendar, without change.

The Superintendent reported that the jail census was 156 with 22 federal inmates, 2 on work release, 10 on electronic monitoring and 4 serving weekend sentences. There was discussion about the volume of prisoner transports being provided, primarily for federal inmates, but for which the county is reimbursed per the contract with the federal agency. We were told that the federal judge that recently visited was pleased with the facility and stated that of all the jails used within his jurisdiction, Cheshire County jail is the only one free of complaints and lawsuits; a testament to the progressive and effective application of correctional ideology. The Superintendent provided a brief routine update on issues of safety and security at the jail. There was also discussion on the maximum likely federal inmates that can be expected. It was noted that the federal authorities with whom we have had contact have said that approximately 30 inmates is likely the maximum number they could provide to us, based on the number and location of detainees at any given time.

On behalf of nursing home administrator Kindopp, Administrator Wozmak reported that the census at Maplewood was 143 with three admissions under review.

The Commissioners and staff held a brief reception for Commissioner Stillman "Tim" Rogers, who leaves office today. The Commissioners presented him with a Cheshire County clock, having the county logo and a plaque noting his years of service. Over cake provided by the jail, kind words were exchanged by all for the time, service and hard work Commissioner Rogers performed while in office.

With the time approaching to recess for the swearing in ceremony at Superior Court, Chairman Rogers recessed the meeting at 9:41 AM.

Following the swearing in ceremony, at approximately 11:10 AM, the Commissioners reconvened for their organizational meeting. Commissioner Pratt was nominated and voted as Chair of the County Commissioners, Roger Zerba was nominated and voted as Vice Chair of the County Commissioners and Aaron Patt was nominated and voted as the Clerk of the County Commissioners.

There being no further business, Chairman Pratt adjourned the meeting at 11:20 AM.

Minutes approved at the meeting

Aaron Patt, Clerk

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**.PRESENT:** Commissioners Pratt, Rogers, Patt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; HR Manager Hurley; Sheriff Richard Foote; Register of Deeds Evelyn Hubal; Assisted Living Administrator Maria Miffek (by video conf); IT Director Doug Scribner (by video conf); County Attorney Peter Heed; Nursing Home Administrator Kathryn Kindopp (by video conf); Project Manager Thanh Nguyen.

Chairman Pratt opened the meeting at 9:32AM.

Chairman Pratt asked the attending department managers for their comments on the top priority that they felt the county should focus on over the next two years. Register of Deeds, Evelyn Hubal said that she wants some attention paid to deeds. She said it is important to make sure the records she stores are secure and that as much as she appreciates the hard work done in the County Attorney's office and the attention his department has received in recent years, her office has records that must be kept forever. She said she has plans stored in a bad area where regulating heat and humidity is difficult.

Nursing Home Administrator Kathryn Kindopp said we ought to focus on education and communication with the taxpayers so that they can understand the the regulations and laws that are behind what we do. She thought this was a high priority given how much the taxpayers pay to subsidize the nursing home.

County Attorney Peter Heed said that the most important two-year goal is to complete the transition into vertical prosecution. He also said that what we do with the existing courthouse, if a new courthouse is built, it would have a huge impact on his department.

Information Technology Director Doug Scribner said he has a few goals, one of which is maintaining the current computer, tele/data infrastructure. Also, he would like to strengthen the data link between Keene and Westmoreland at an estimated cost of \$50,000 to \$125,000. Finally, he would like to improve the email system. Currently we use Microsoft Office 97 and upgrading the system would cost \$40,000 to \$50,000. We are currently 5 versions behind the upgrade curve. For continuity of county operations, he would also like to see a county-wide, decentralized back-up system.

County Sheriff Richard Foote said he would like to help the local communities more perhaps by building an infrastructure they can use. He thinks the county should be more out in front with the communities and local police departments. The county should step up to meet the needs of the communities even if there are costs associated with what we do. He hopes to continue building a strong radio infrastructure, utilizing grant money (and working with the county finance grant support specialist). He thinks we should reach out to the communities and let them know of our capabilities.

Assisted Living Administrator Maria Miffek said that her concerns were connected to the future of Maplewood and whatever happens there, given that there is a strong connection between the assisted living units and the nursing home.

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Finance Director Sheryl Trombly felt it was critical that the county build its fiscal strength. She commented that with our increasing overall budget, our reserves become a smaller percentage. For instance, our cash reserves are now only sufficient to cover our expenses for one month and, therefore, we need to build our fund balance to keep pace with our \$42 million budget.

Department of Corrections Superintendent Richard Van Wickler said that, with the taxpayers in mind, we need to take a good look at the services we provide and determine which of those is essential. He did not offer a specific list but felt it was incumbent on us to determine what are essential services and which services are merely nice or useful but perhaps not essential. He is also interested in addressing recruiting and retention at the jail as 50% of his personnel have less than 5 months on the job. He said he will be using an intern to survey wages for corrections and will be presenting an objective report to the Commissioners for their consideration. Finally, he said that he will be focusing on increasing revenue at the jail.

Human Resources Manager Wendy Hurley said that her focus will be on reducing the employee turnover at both the nursing home and the jail. She would like to work with managers to strengthen the skills of middle managers in an effort to improve retention and performance.

Project Manager Thanh Nguyen said that he will be working with finance and the grant support specialist to provide a link and fill in the gaps where county grant funding can be effectively utilized. He said he has been getting very involved in local prevention efforts, funded through the county by grants, and that he will be the staff member overseeing other grants, totaling more than \$400,000 from the Department of Energy.

County Administrator Jack Wozmak said that he thinks it will be critical to develop a both a short and a long term plan for the Westmoreland complex. He warned against focusing too narrowly on just the farm, or just the nursing home, or just the old jail building. He said that the long term plan should envision when there is no longer an essential need for any presence in Westmoreland. He cited the recent departure of corrections from Westmoreland; the discussions regarding the closure of the county farm and the discussions about replacing the nursing home. This is a pendulum swing from the days when all county functions had a place at the Westmoreland complex. He also said that garnering support and funding for a renovation of the existing court (if a new court building is constructed) is a significant short-term goal and an essential goal if we are to be able to make use of the 35,000 square feet now used by the courts.

Commissioner Aaron Patt invited anyone to contact him directly if they felt the need to and said his door is open for anyone. He has a two-fold goal. One is to work to renew the nursing home cap and hold harmless clause so that we can avoid a large cost shift of nursing home expenses from the state to the county and the second goal is to have the Commissioners engage in more outreach to make sure that the Selectmen of the municipalities understand the degree of control we have over some of these expenses.

Commissioner Roger Zerba said that his biggest concern is with the nursing home and whether we should be in that business.

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Commissioner Pratt said that he felt this was a valuable discussion and that we are in a precarious position with limited dollars. He said we need to accept the reality of our situation. He discussed the severe budget issues surrounding the farm, courts and nursing home and that, for better or worse, money drives programs and the lack of money also affects those programs. He too, felt we should be judicious and redouble our efforts to inform the public of our activities.

Register Hubal said it would be useful to inform the public about what the county does.

Administrator Wozmak said he felt there was a clear disconnect between the taxpayers' understanding of the role of the Delegation at the county level vs. their role at the state level. He said it seems that people believe the Commissioners are responsible for the appropriations made for the county budget, which, of course, is incorrect. He said that voters need to better appreciate that the cost cutting actions of those state representatives when in Concord, while lauded by many taxpayers, frequently have the consequence of pushing those costs to down to the property tax payer, a connection many people fail to recognize. While some cost cutting actually eliminates expenses, most merely shift those expenses downward to the towns and counties. Between Medicaid cuts, room and meals cuts, education funding changes; these all increase the local property tax and have nothing whatsoever to do with local spending at the town or county level. Wozmak said that the cuts we are making within the county budget can't outpace the cost downshifting from cuts made by the delegation members when they are in Concord.

Commissioner Aaron Patt underscored this as he discussed the lapsing of the Medicaid cap and hold harmless legislation that, if not renewed, will substantially increase local property taxes, an increase totally beyond the control of the County Commissioners but totally within the control of the state representatives. He is drafting a memo that he hopes to circulate to other elected officials in the hopes of educating the newly elected representatives of this impending financial shift.

Sheriff Foote discussed his interest in obtaining grants for a mobile command post at a cost of \$271,003, which is a significantly reduced amount over prior years where he has requested grant funds for this purpose. There was discussion about how, where and who would use this command post. He said there were no town police agencies that were against his having this mobile command post and that he was in the process of getting letters of support from all the police chiefs. Commissioner Pratt asked about the long-term costs of this command trailer. Foote said that they should be minimal and certainly none for the first year. **Commissioner Zerba made a motion supporting the submission of this grant to request \$271,003 for this purpose, seconded by Commissioner Patt. Voted unanimously.** The Sheriff next discussed his interest in applying for a grant to purchase a radio voting system which will enhance radio communications among and between law enforcement vehicles on the move, maintaining strong radio contact from multiple or changing repeaters. He described various scenarios where this system would be very important to maintain uninterrupted radio communications. **Commissioner Zerba made a motion to authorize the Sheriff to submit a grant for \$257,459 to purchase the radio voting system, seconded by Commissioner Patt, voted unanimously.**

Sheriff Foote also sought authorization to receive a small amount of funds from the Federal Equitable Sharing Agreement from the county's work on the Drug Task Force. He expects this to

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be about \$1,000 to \$2,000. The Commissioners were in favor of participating in the receipt of such funds.

Sheriff Foote also updated the Commissioners on the work that the IT department is doing with his department in integrating the law enforcement software, IMC, into a larger platform to allow other towns to utilize and share the database. So far, the Town of Chesterfield has paid the county \$3,000 to utilize the county IMC server.

Rod Bouchard from the IT department also updated the Commissioners on the near daily work they are doing for the County Attorney's office in deciphering and reformatting electronic evidence that County Attorney Peter Heed receives from the towns and City of Keene. IT is working with the municipalities to achieve a standard formatting structure so that IT does not have to individually address each piece of electronic evidence when it is received. Attorney Heed said that the IT folks have been very critical and prompt in addressing the needs of his department on this issue. Heed said that he thinks they probably contact the IT department on a daily basis to assist with electronic documents.

Mr. Bouchard also briefed the Commissioners on the looming transition from Microsoft Office '97 to a more current and supported platform. The county has been using this platform for nearly 14 years now and a rather expensive upgrade will soon have to be made. IT has estimated that it will cost \$40-50,000, and they have been delaying as long as possible due to the cost, but Bouchard said that increasingly we are encountering conflicts with this system and newer versions used by others outside the county.

**Nonpublic session – At 10:52 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the hiring of a public employee. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to take under advisement the recommendations to hire T.T. under certain terms and conditions as described in the Superintendent's written memorandum, and to review the matter again on January 19th. Voted unanimously. The Commissioners unanimously voted to return to public session at 11:19 AM.**

**Nonpublic session – At 11:20 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the hiring of a public employee. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to authorize K.G. to be paid at her current rate in her new position in Activities. Voted unanimously with Commissioner Patt abstaining from the vote. The Commissioners unanimously voted to return to public session at 11:38 AM.**

**Nonpublic session – At 11:39 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into non-public session to discuss the hiring of a public employee. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made to authorize Activities to**

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fill the vacant 32-hour position created by the retirement of L.J. Voted unanimously with Commissioner Patt abstaining from the vote. The Commissioners unanimously voted to return to public session at 11:58 AM.

Nonpublic session – At 11:59 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss the hiring of a public employee. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, a decision was made that as to the three dietary aides and the one assistant cook vacancies, permission is granted to fill all these positions. Voted unanimously. The Commissioners unanimously voted to return to public session at 12:09 PM.

**MINUTES:** Commissioner Zerba moved that the minutes of January 5, 2011 be approved, seconded by Commissioner Pratt, voted unanimously.

**MANIFEST:** Commissioner Pratt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.

The Commissioners reviewed the Calendar, without change.

The Superintendent reported that the jail census was 154 under their control with 137 in-house, 22 federal inmates, 4 on work release, 8 on electronic monitoring and 4 serving weekend sentences. There are 28 female inmates, two of which are federal inmates.

The Superintendent asked to have \$11,000 rolled over from the 2010 budget in account number 4252.36 order to finalize the year-end purchase of inmate clothing. He also wants to purchase \$1,948 of bedding and linens out of his 2010 budget, normal purchases he waits on until the end of the year, depending upon the budget balance. **So moved by Zerba, seconded by Pratt, The Commissioner unanimously approved the rollover of these funds.**

Nursing home administrator Kindopp reported that the census at Maplewood was 144. She reported that the state surveyors were in the building conducting the normal, annual licensure survey.

County Administrator Wozmak said that he is planning to get the farm discussion stakeholders together to begin to focus on some recommendations that would be presented to the Commission and the Delegation and/or farm committee. The stakeholders involved in various degrees are the Great Falls Food Hub, Antioch University New England, Monadnock Conservancy, Land-For-Good, the UNH Cooperative Extension, Cheshire County Conservation Commission, and a few other interested parties. He is currently looking at January 21<sup>st</sup> but that date may change. He will keep them posted.

There being no further business, Chairman Pratt adjourned the meeting at 12:20 AM.

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Minutes approved at the meeting of January 19<sup>th</sup>.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 19, 2011 9:30 AM**  
**33 West Street, Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, Patt; Administrator Wozmak; Superintendent Van Wickler; HR Manager Hurley; Nursing Home Administrator Kathryn Kindopp (by tel conf); Thanh Nguyen, Project Manager.

Chairman Pratt opened the meeting at 9:30AM.

Thanh Nguyen gave the Commissioners an update on the DOE energy audit contract negotiations, which will be finalized soon after the various levels of review. He also reported that the next medication take-back event will be April 30 and will be co-sponsored by the U.S. Drug Enforcement Agency.

Cynthia Desrosiers, Grant Support Specialist, updated the Commissioners on the status of the grants she is working on. We currently have 19 grants under active management in the amount of \$2.5 million. She has submitted an additional 5 grants with a total value of \$675,000 and is in the process of writing one grant for \$250,000 due next week. The range of grant topics spread across almost all topics; from energy to homeland security to housing, and also includes a grant submission for many local towns to obtain new fire department pagers, in cooperation with Fire Mutual Aid. She said that we continue to increase our efforts to reach out to the communities to offer assistance in accessing grant funds as we realize that many small communities don't have grant management expertise at the town level. As this point, the administrative fees associated with her efforts have paid her wages. The Commissioners said that this area of assistance could be a very welcome addition that they expect that more towns will take advantage of this service as budget issues grow.

**Commissioner Patt moved to authorize Desrosiers to apply for the Justice/Mental Health grant in the amount of \$250,000, seconded by Commissioner Zerba, voted unanimously.**

The Commissioners asked Ms. Desrosiers to make certain that as she advances these services that those requesting our assistance understand that 10% administrative fees, recently established as county policy, needs to be included within the total amount sought, whenever possible. This will allow the county to offset its costs in providing the grant management services. They did acknowledge that sometimes some grants don't provide for these fees.

The Commissioners reviewed the letter of engagement from auditors Vachon and Clukay and upon a motion of Commissioner Zerba, seconded by Commissioner Patt, authorized the Chairman to execute the letter of engagement.

Linda Mangones spoke to the Commissioners about the Second Chance for Success grant that will provide necessary funding for the transitional housing project to be constructed on county owned land adjacent to the new jail in Keene. The Chairman signed the grant application.

Steve Roberge from the UNH Cooperative Extension gave an update to the Commissioners regarding the upcoming timber harvest on county land in Westmoreland. With timber prices as they are currently, we can expect about \$15-18,000 in gross revenue from the sale. The ground conditions need to improve before the cut as the recent snow cover has delayed the hard frost of the cut area. This area needs to be frozen hard due to the nature of the soils and to control erosion.

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Roberge also provided the Commissioners with a summary of 2010 educational programs that the Coop. Extension held in 2010. That summary is included as an attachment to these minutes.

**MANIFEST:** The Commissioners approved the manifest.

**MINUTES:** Commissioner Zerba moved to accept the minutes of January 13, 2011. Seconded by Commissioner Patt. Voted unanimously.

The Commissioners reviewed the calendar without change.

Commissioner Pratt opened a discussion about the Delegation's interest in leasing the current farm operation. He said that he would like to begin those discussions in the hopes that someone will successfully enter into a lease that would relieve the taxpayers of having to carry these costs. After discussion, it was decided that an RFQ should be placed in the local newspaper to make it known that the Commissioners will begin discussing leasing options with interested parties, including the current farm manger. Pratt asked County Administrator Wozmak to draft and insert a public notice as soon as possible such that the Commissioners could begin discussing this at their regular meetings beginning on February 2<sup>nd</sup> when they meet at the new jail in Keene.

The Superintendent reported that there were 144 inmates at the jail with 1 on work release, 8 on electronic monitoring, 4 weekenders and 18 federal inmates. There are 28 female inmates. Kathryn Kindopp said that the nursing home had 144 residents with one in the hospital. She said the licensure survey went well with minimal deficiencies. There was general discussion as to how quickly new employees could start work at the nursing home as the dietary department is experiencing several vacancies at the moment, which is increasing overtime costs.

In other business the Commissioners appointed Commissioner Jack Pratt to the UNH Cooperative Extension Advisory Council and appointed Commissioner Zerba to retain his position as the Commissioner on the Mutual Aid Board of Directors.

**Nonpublic session – At 11:35 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into nonpublic session to discuss the hiring of a public employee. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, Commissioner Zerba made a motion; seconded by Patt, to deny the request of the Superintendent to hire T.T as requested in his memo of January 12<sup>th</sup>. Voted unanimously. The Commissioners unanimously voted to return to public session at 12:16 PM.**

There being no further business, Chairman Pratt adjourned the meeting at 12:20 AM.

Minutes approved at the meeting of January 26<sup>th</sup>.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, January 26, 2011 9:30 AM**  
**Maplewood Nursing Home, 201 River Road, Westmoreland, NH**

**PRESENT:** Commissioners Pratt, Zerba, Patt; Administrator Wozmak; Finance Director Trombly; HR Manager Hurley; Nursing Home Administrator Kathryn Kindopp; Facilities Manager King; Sheriff Richard Foote; Grant Support Specialist Desrosiers.

Chairman Pratt opened the meeting at 9:30AM.

Facilities Manager King updated the Commissioners on a frozen pipe at the old jail and the resultant damage to the emergency generator. Repairs can be made and the piping and temperature will be adjusted to achieve better freeze protection. It is unclear why this particular pipe froze as the temp in the boiler room was set in the low 50's. However, the super cold air may have caused it as the pipe was against an outside wall. They will tweak the systems so as to comply with the directive to achieve minimal level of expense in maintaining the old building.

Grant Support Specialist Desrosiers spoke to the Commissioners regarding the U.S. Department of Justice/Mental Health Grant in the amount of \$250,000 that the county is interested in. This grant would offset the initial costs of the Licensed Alcohol and Drug Counselor (LADC) at the new jail; a new position in the 2011 proposed budget. It would also provide funds for Southwestern Community Services (SCS) to deliver services to discharged inmates from the jail who reside at the SCS Transitional Housing building slated to begin construction in the spring. Finally, it will extend, as a trial program, the alternative sentencing/mental health court program into Superior Court.

**Commissioner Patt moved to authorize Desrosiers to apply for the Justice/Mental Health grant in the amount of \$250,000, and for the Commissioners to sign a letter of support, seconded by Commissioner Zerba, voted unanimously.**

The Commissioners told Ms. Desrosiers that on any grant that the county was to be the fiscal agent, they wanted her to review the grants prior to their being placed on the Commissioners' agenda for final approval. In part, they want to assure that the financing structure reflects an allocation for administrative fees whenever possible.

The Commissioners authorized a rollover of 2010 funds to pay for the farm financial analysis study contracted for in 2010, in the amount of \$5,000.

Mr. Kenneth Whitaker asked to meet with the Commissioners regarding the nursing home rate increase recently posted. He asked for a lower rate. He would like the rate to be at the 2009 level for his wife who has been at Maplewood for the past 6 years. The Commissioners explained the difficulty of establishing a special rate as this is not allowed by state and federal regulation. They explained the daily cost of the nursing home is calculated and that while the county does not seek to make a meaningful profit from private paying residents; there is an obligation to cover the actual costs of operation as determined by the auditor's cost report. The Commissioners recommended that Mr. Whitaker work with Social Services and the Finance Department and ServiceLink to make sure that the financial opportunities to fund his wife's care are maximized and timely.

**MANIFEST:** The Commissioners approved the manifest.

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**Maplewood Nursing Home, 201 River Road, Westmoreland, NH**

**MINUTES:** Commissioner Zerba moved to accept the minutes of January 19, 2011. Seconded by Commissioner Patt. Voted unanimously.

The Commissioners reviewed the calendar without change.

The Commissioners spoke to Sheriff Richard Foote regarding an electronic satellite pursuit grant advanced by Commissioner Patt. After discussion, Commissioner Pratt moved to support the grant from the sponsor to pilot this equipment. Seconded by Commissioner Zerba. Voted unanimously. The exact amount of funds to be applied for under this grant is currently under review.

There was general discussion regarding the number of responses to the farm lease RFQ. The discussion was tabled until February 2<sup>nd</sup>.

The census at Alternative Sentencing/Mental Health Court program is 43 with 34 in the mental health court program and 9 in alternative sentencing. About half in each program are pre-trial.

**Nonpublic session – At 10:02 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into nonpublic session to discuss the dismissal, promotion or compensation of a public employee. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, Commissioner Zerba made a motion; seconded by Patt, that the recommendation of the nursing home administrator and dietary director that M.T. be allowed to transfer from the cook's position on the evening shift to the position of assistant cook on the day shift maintaining his current rate of pay. The effective date of the transfer is at the department's discretion. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:12 PM.**

**Nonpublic session – At 10:14 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into nonpublic session to discuss the dismissal, promotion or compensation of a public employee. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, Commissioner Zerba made a motion; seconded by Patt, that the Sheriff's request to authorize an unpaid leave of absence for M.G. be granted for a period of 8 weeks, effective as of January 6, 2011. The Commissioners unanimously voted to return to public session at 10:23 AM.**

The Finance Director updated the Commissioners on the TANS (Tax Anticipation Note sale). The amount of the TANS was \$14 million. There were five bidders with a range of NIC% from 1.98000 to a low of .79431. The Treasurer, who monitored the bidding process, selected the low bidder, Piper Jaffrey.

There being no further business, Chairman Pratt adjourned the meeting at 12:10 PM.

Minutes approved at the meeting of February 9th.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 9, 2011 9:30 AM**  
**House of Corrections, 825 Marlboro St., Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, Patt; Administrator Wozmak; Nursing Home Administrator Kathryn Kindopp; Project Manager Nguyen

Chairman Pratt opened the meeting at 9:30AM.

County Administrator Wozmak presented the Letter of Support for the DOT grant to the Commissioners, which was then signed by the Commissioners.

Project Manager Nguyen reported that he received training from IT, and that he will be assuming the duties for the County website, excluding the web pages for the House of Corrections, and all facilities in Westmoreland. He will be uploading minutes of the County Commissioner's meetings within 24 hours after the minutes have been accepted by the Commissioners and that other areas of the website would be updated as needed.

**MANIFEST:** The Commissioners approved the manifest.

**MINUTES:** Commissioner Zerba moved to accept the minutes of January 26, 2011. Seconded by Commissioner Patt. Voted unanimously.

The Commissioners reviewed the calendar without change.

County Administrator Wozmak informed the Commissioners that there have been five (5) responses to the RFQ regarding the leasing of the County Farm and that Project Manager Nguyen would schedule interviews of the applicants. It was advised that these interviews would clarify the capacity, in terms of applicants' resources, and would identify the parameters of any possible lease agreement of the Farm. These interviews will inform the RFP which will soon follow. The Commissioners were encouraged to attend these interviews, if available.

Administrator Wozmak updated the Commissioners on the courthouse project under development with MEDC. He said the financing scenarios, while still being analyzed, might require a subsidy from the county to make sure the financials are sound. It is, however, a very fluid number at this point but Wozmak just wanted to set the stage that some subsidy may be required. The Commissioners were concerned that what was initially proposed as having no impact on taxes, might end up requiring some county funds. Nonetheless, they agreed that, before rendering a final decision, that the project needed to be presented to the full delegation at a time in the relatively near future and to see what the wishes of the delegation are as to going forward, regardless of whether a subsidy is necessary.

The Commissioners discussed the monthly rental amount for the office space at the Alternative Sentencing Program (ASP) at 265 Washington Street, Keene, NH. Options were reviewed, and it was agreed that ASP requires a centrally located space in Keene to better ensure the success of its clients who often lack transportation. It was also noted that this space must be available during evening hours. Furthermore, it was reviewed that ASP had grown from using space at the County Administration Building and the County Court House, and that no current County facilities were suitable for ASP at this time. County Administrator Wozmak advised that he has had continuous

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discussions with the landlord of the current building which have resulted in a re-negotiation of the lease terms and costs to the favor of the county. County Administrator Wozmak will place a notice in the paper to seek further options for office space per the Commissioners request.

Nursing Home Administrator Kindopp requested that the Commissioners authorize a bid waiver for the competitive bid process in regards to contracting \$15,000 worth of equipment and services for the mechanical lifts used at Maplewood. She advised that it was considerably more efficient to utilize the vendor of other patient care equipment currently being used at Maplewood for several reasons. She explained that the staff has already received training for the proper use of the equipment and that the cushions and other parts offered by the current vendor was completely compatible with other equipment being used at the facility. The Commissioners suggested the request for waiver of the competitive bid process be a recommendation for a sole-source bid process that would clearly identify the specifications needed by the Nursing Home. The basis for this specific sole source is that Arjo-Huntleigh is the sole producer and distributor of the specified equipment currently in use and standard at the nursing home, that parts or equipment are not interchangeable with similar parts of other manufacturers and that these patient lifts are compatible with existing equipment, inventory and systems. The Commissioners approved the request.

Administrator Kindopp discussed an issue regarding hospice services at Maplewood. It was explained that there are currently two (2) providers of hospice services, one is non-profit and the other is for-profit. Administrator Kindopp informed the Commissioners of a concern that was brought to her attention regarding differences in practices between non-profit providers and for-profit providers. She explained that the nature of the concern involved perceived discrepancies in eligibility and the services made available to patients (“cherry-picking”). Administrator Kindopp reported that she has no personal knowledge of examples at Maplewood to support this. Commissioner Pratt advised that any such practices would not be tolerated and asked that Administrator Kindopp immediately inform the Board of the Commissioners of this practice if there are any instances in the future.

**Nonpublic session – At 10:22 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss a matter, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 10:34 PM.**

The Commissioner discussed the recent trend of vacancies within the Dietary department and asked if there were issues there that needed to be addressed. Administrator Kindopp said that she has redoubled efforts to improve the hiring success of these employees by having the HR department more involved in the selection and probation process in order to achieve a better hiring outcome. The Commissioners felt that this was an appropriate and necessary response.

Administrator Kindopp reported that the census at Maplewood Nursing Home was 144, with 1 in

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the hospital, 1 admitted since the last Commissioners' Meeting, and 1 discharge to the Assisted Living Facility.

The census at Alternative Sentencing/Mental Health Court program is 32 in the mental health court program and 10 in alternative sentencing. Between the two programs, 19 individuals are pretrial, and 12 individuals are post-adjudicated.

The Superintendent reported that the jail census was 162 under their control with 143 in-house, 18 federal inmates, 3 on work release, 11 on electronic monitoring and 0 serving weekend sentences. There are 18 federal inmates, three of whom are female.

**Nonpublic session – At 11:22 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss the dismissal, promotion or compensation of a public employee. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, Commissioner Pratt made a motion; seconded by Patt, that R.H.'s seniority would reflect employment from his original date of hire and that he shall be eligible for the attendant benefits, effective immediately. Voted unanimously. The Commissioners unanimously voted to return to public session at 11:24 AM.**

The Superintendent discussed an opportunity directly resulting from the positive reputation of the CCHOC regarding prisoner transports. He advised that the NH Marshall's Service contacted him to consider providing prisoner transportation services to them. There was discussion regarding the revenue that the county could generate by performing prisoner transport services for this agency.

The Commissioners reviewed an agreement between Rockingham County and Cheshire County for the housing of certain inmates. They recommended modifications to the agreement but were agreed in principal with the agreement.

The Superintendent advised the Commissioners of a need to establish increased capacity to provide prisoner transports to and from the HOC to various locations as needed, notably Vermont State Prison, Dartmouth-Hitchcock Medical Center in Lebanon, NH, and NH State Prison in Concord, NH. He advised that there have been recent instances where they were required to provide transportation for prisoners in a timely fashion for medical emergencies or court hearings. Under current practice, HOC staff provides these transports, resulting in an extremely significant drop in staffing during these times, presenting safety and security concerns associated with less-than-optimal staffing.

He explained that for federal prisoners, there is a reimbursable rate of \$30/hour available from the federal government. He further advised under any agreement with the federal government regarding prisoner transports, two officers must provide transport, and they both must be firearms-certified. The Superintendent proposed an on-call list of per-diem transport officers. These per diem officers would receive no benefits and would be called when needed to meet our transport needs. This would avoid the use of the overtime that is frequently incurred now to accomplish some transports. It was noted that any arrangement should generate revenue for the County whenever possible. The

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Commissioners supported this, and agreed to begin the research needed to develop a competitive and fair rate of pay for this type of per-diem work. It was noted that these officers would not have to be uniformed; though a dress code would be established. Commissioner Patt noted that he would announce the development of this opportunity for per-diem work at the next Cheshire County Police Association Meeting next Tuesday, February 15, 2011.

The Commissioners authorized the Superintendent to post for the hiring of per diem prisoner transport officers. They asked the County Administrator to formulate a wage range and ad for these non-benefit positions.

County Administrator Wozmak advised that the NH Association of Counties requested a representative from the Cheshire County Board of Commissioners to join the Executive Committee. Commissioner Aaron Patt agreed to this.

There being no further business, Chairman Pratt adjourned the meeting at 12:00 PM.

Minutes approved at the meeting of February 16th

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 16, 2011 9:30 AM**  
**House of Corrections, 825 Marlboro St., Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, Patt; Administrator Wozmak; Finance Director Trombly; Project Manager Nguyen; County Treasurer Parker; Captain Robert Hummel; Facilities Manager Barry King

Chairman Pratt opened the meeting at 9:30AM.

County Treasurer Parker advised that he would like to nominate Robert E. Williams as Deputy Treasurer. He discussed the integrity and connections to the community of Mr. Williams.

**Commissioner Zerba moved to accept the nomination of Robert E. Williams, of 15 Hanover St., Keene, NH, be appointed to the position of Deputy Treasurer, seconded by Commissioner Pratt, voted unanimously.**

County Administrator Wozmak will contact Deputy Treasurer Williams and schedule a time for Williams to be sworn into office.

Command Sergeant Major Scott McLaughlin reported that the jail census was 167 total with 18 federal inmates, 12 on electronic monitoring and 3 serving weekend sentences. There are a total of 31 female inmates, 3 of which are federal.

McLaughlin provided a follow up report regarding a proposed per diem rate pay scale for hiring of prisoner transport officers. Wozmak explained that the proposed rate scale was based upon median wages from grade 6 to grade 8 and separated by years of experience (1-3, 3-5, 5-10, 10-15, and 15+ years). The standard per diem formula was used.

McLaughlin reported that the potential per-diem work has generated some interest by word-of-mouth in the community, and that he has fielded a number of inquiries and has begun creating a list of potential parties.

This report also included the number of prisoner transports year-to-date, separated by transports for federal inmates and county inmates. It was noted that transports for federal inmates were a revenue source (due to federal reimbursement at a rate of \$30 per hour plus mileage). Year-to-date data show that 261.25 hours were utilized for federal transports, and 128 hours were utilized for county transports.

It was discussed that transports were required when inmates are in CCHOC. It was noted that the correctional officer providing transport left the jail with one or two fewer officers to staff the facility until another was able to be called in. McLaughlin reported that although all attempts are made to avoid the use of overtime, there are instances when it is unavoidable due to the limited number of staff available.

Administrator Wozmak suggested the process to allow corrections to hire prisoner transport officers for this per-diem prisoner transportation work. **Commissioner Zerba moved that the Cheshire County House of Corrections may hire part-time police officers to perform transportation services for inmates on a per-diem basis, based on the wage scale presented, without**

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**requiring that these individuals be brought before the Board of Commissioners for hiring review, seconded by Commissioner Pratt, voted unanimously.**

Administrator Wozmak noted that he is working with the Superintendent to obtain an electronic copy of the agreement between Rockingham County and Cheshire County to be able to modify it in regards to the housing of certain inmates.

The DOT grant was discussed. **Commissioner Patt moved that authority be granted to the County Administrator to sign the Department of Transportation grant in regards to becoming the fiscal agent for the regional transportation collaborative, seconded by Commissioner Pratt, voted unanimously.**

Project Manager Nguyen reported that the final draft of the Energy Efficiency and Conservation Block Grant subcontract with McCormick Facilities Management had been approved by TRC Energy Services and NH Office of Energy and Planning for a total amount not-to-exceed \$46,707. He advised that this amount included a fixed price of \$26,707 to conduct an Energy Audit, and a not-to-exceed amount of \$20,000 to conduct follow-on analytical services. The difference of the funds that were initially awarded by TRC/OEP in the amount of \$27,293 (for a total initial award amount of \$74,000) were no longer available to the County due to contractual obligations, despite a lengthy and detailed negotiation process. **Commissioner Zerba moved that authority be granted to the County Administrator to sign the Energy Efficiency and Conservation Block Grant subcontract with McCormick Facilities Management for an Energy Efficiency Audit and Analytical Services, seconded by Commissioner Pratt, voted unanimously.**

**MANIFEST: The Commissioners approved the manifest.**

**MINUTES: Commissioner Zerba moved to accept the minutes of February 9, 2011. Seconded by Commissioner Patt. Voted unanimously.**

The Commissioners reviewed the calendar without change.

The census at Alternative Sentencing/Mental Health Court program is 32 in the mental health court program and 10 in alternative sentencing. Between the two programs, 24 individuals are pretrial, and 18 individuals are post-adjudicated. Since last week, there have been 0 admissions, 0 completions, and 0 discharges based on non-compliance in ASP, and 1 admission, 1 completion, and 1 discharged based on non-compliance in MHC.

There was discussion regarding the composition of the census at ASP/MHC. Commissioner Pratt asked for information regarding the employment status of ASP/MHC clients for the next meeting.

Captain Robert Hummel was given a Commendation from the Commissioners regarding his professionalism and conduct during a systems-related incident on January 24<sup>th</sup>. It was noted that this commendation was provided to all other staff recognized for their work during this incident during a ceremony on February 15<sup>th</sup> that Capt. Hummel was unable to attend due to illness. Capt. Hummel expressed appreciation for the commendation.

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The County Farm interview schedule was briefly discussed. Administrator Wozmak advised that the process is moving along as expected and that there have been no significant changes since the last report.

Facilities Manager Barry King presented information regarding the County's electricity costs and purchasing pattern over the past several months. He advised that since going to contract with Patriot Energy, the savings of approximately \$50,000 that was promised by the company had not been realized, and that in comparison to the County's previous provider (PSNH), the switch to Patriot Energy has only resulted in savings of approximately \$550. Finance Director Trombly reported that the contract entered into continues to be at a variable rate, and that the County had not at this point committed to entering into a fixed rate. A discussion regarding the value of Patriot Energy as a "broker" type of service followed. The data presented by Facilities Manager King clearly showed that Patriot Energy had failed to perform the functions it had represented to County upon entry into the contract, by failing to purchase energy at a wholesale rate at the lowest price available on a month-to-month basis. The Commissioners agreed that Patriot Energy shall be removed as our broker, with prejudice.

Facilities Manager King recommended services offered by UMG Bulk for 1 year at a fixed rate, in accordance to the rates provided in documents distributed by Facilities Manager King dated February 8, 2011.

**Commissioner Zerba moved that consideration of hiring UMG Bulk for one (1) year at a fixed rate, in accordance to the rates provided in documents from UMG Bulk dated February 8, 2011 be tabled at the present time, seconded by Commissioner Patt, voted unanimously.**

The Commissioners, Administrator Wozmak, and Finance Director Trombly continued general budget discussion for the remainder of the meeting.

There being no further business, Chairman Pratt adjourned the meeting at 12:32 PM.

Minutes approved at the meeting of February 23rd

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, February 23, 2011 9:30 AM**  
**Maplewood Nursing Home, 201 River Rd., Westmoreland, NH**

**PRESENT:** Commissioners Pratt and Patt; Administrator Wozmak; Finance Director Trombly; Project Manager Nguyen; Sheriff Foote; IT Director Scribner

Chairman Pratt opened the meeting at 9:38AM.

Sheriff Foote discussed security at the Court House and the bailiff reimbursement rate. It was explained that the Sheriff's department invoices the State for bailiffs to provide security in the Court House and that the State is providing less funds for reimbursement this year. As a result, it is projected that funding at the current per-diem rate is going to run out this summer. Sheriff Foote strongly advised that continuous security must be a priority on all days that the building is open to the public due to safety concerns and that simply not having bailiffs on staff when the funding runs out should not be an option.

Commissioner Pratt noted that if the County provided this funding it would represent a cost shift to the County from the State and that this was unacceptable. Sheriff Foote advised that he has communicated with the State regarding his concerns but that no solutions have been presented. Commissioners Pratt and Patt expressed appreciation to the Sheriff for raising awareness on this issue and advised that no actions would be taken until more information was available.

It was noted that there are other County offices including the County Attorney's Office and Monadnock Center for Violence Protection in that building which operate on irregular hours meeting with individuals from the public, such as witnesses and victims, and that any staffing pattern changes would effect these departments.

Project Manager Nguyen presented the authorization to submit payment requests regarding the CDBG for the E.F. Lane Hotel and Second Chance for Success Transitional Housing facility and the Code of Ethics for the administration of the CDBG to the Commissioners. **Commissioner Patt moved that the authorization to submit payment requests regarding the CDBG for E.F. Lane Hotel and Second Chance for Success Transitional Housing facility be approved and that the Code of Ethics for the administration of the CDBG be adopted by the Board of Commissioners, seconded by Commissioner Pratt, voted unanimously.**

**MANIFEST: Commissioner Patt moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.**

**MINUTES: Commissioner Patt moved to accept the minutes of February 9, 2011, seconded by Commissioner Pratt, voted unanimously.**

The Commissioners reviewed the calendar without change.

The census at Alternative Sentencing/Mental Health Court program is 32 in the mental health court program and 10 in alternative sentencing. Between the two programs, 26 individuals are pretrial, and 16 individuals are post-adjudicated. Since last week, there have been 0 admissions, 0 completions, and 0 discharges based on non-compliance in ASP, and 1 admission, 1 completion, and 0 discharged based on non-compliance in MHC.

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Commissioner Patt asked about the composition of the census at ASP/MHC and how many of these individuals involved with these programs were being diverted from the House of Corrections. Administrator Wozmak noted that criteria for entering either of the programs requires individuals to either be ordered through a bail order, where cash bail would be likely were it not for the program, or a sentencing order with any number of days to be served in jail deferred upon completion of the program.

Finance Director Trombly provided follow up information regarding the purchase of electricity from TransCanada through UMG Bulk Energy. Trombly noted that UMG has presented a 24-month contract at a fixed rate of \$0.0735 per kilowatt hour (kWh). A preliminary review of the contract showed that it did not include all County facilities. Wozmak noted that he would follow up with UMG for further details. Commissioner Patt wondered if the County should seek legal counsel to review the contract before taking any final action.

At 11:35 AM, Commissioner Pratt suspended the meeting for lunch at the Assisted Living Facility as scheduled.

Commissioner Pratt reopened the meeting at 12:16 PM.

IT Director Scribner was given a Commendation from the Commissioners regarding his professionalism and conduct during a systems-related incident on January 24<sup>th</sup>. It was noted that this commendation was provided to all other staff recognized for their work during this incident during a ceremony on February 15<sup>th</sup> that Scribner was unable to attend. Scribner expressed his appreciation for the commendation.

Project Manager Nguyen provided the Commissioners with emergency contact information of all County department heads as previously requested by Commissioner Pratt.

The Commissioners, Administrator Wozmak, and Finance Director Trombly continued general budget discussion for the remainder of the meeting.

There being no further business, Chairman Pratt adjourned the meeting at 2:48 PM.

Minutes approved at the meeting of March 2<sup>nd</sup>.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 2, 2011 9:30 AM**  
**County Administrative Office, 33 West St., Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt; Administrator Wozmak; Finance Director Trombly; Human Resources Manager Hurley; Captain Kevin Clark; Grant Support Specialist Desrosiers; Project Manager Nguyen; Sheriff Foote; County Attorney Heed; Register Hubal; Tammy Webb

Chairman Pratt opened the meeting at 9:36AM.

**MANIFEST: Commissioner Patt moved to approve the manifest, seconded by Commissioner Pratt, voted unanimously.**

Captain Clark reported that the jail census was 171 total with 148 inmates in-house, 19 federal inmates, 12 on electronic monitoring and 4 serving weekend sentences. There are 7 inmates being housed in other County corrections facilities. There are a total of 27 female inmates, 3 of which are federal.

Clark presented updated figures regarding the transportation of Federal and County inmates. In the month of February 2011, there were 16 transports provided for Federal inmates for a total of 80.5 staffing hours, and 18 transports provided for County inmates for a total of 130 staffing hours.

County Administrator Wozmak presented the Bureau of Traffic letter regarding the signs at the county complex in Westmoreland that were removed nearly a year ago when the jail moved to Keene. The Commissioners want the signs replaced and signed the letter to the Bureau of Traffic to that effect.

Grant Support Specialist Desrosiers presented the Financial Management Plan for the CDBGs regarding the E.F. Lane Hotel and Second Chance for Success transitional housing facility. Desrosiers reported that the Second Chance for Success contract had been amended to include a 5% administrative fee for indirect costs to incorporate newly developed County policy, and the a 10% fee would be sought for grants moving forward. **Commissioner Patt moved that the Commissioners sign the Financial Management Plan for the CDBGs regarding the E.F. Lane Hotel and Second Chance for Success transitional housing facility, seconded by Commissioner Zerba, voted unanimously.**

Wozmak presented the Rockingham County Intergovernmental Agreement regarding the transportation of federal inmates. **Commissioner Pratt moved that authority be granted to the County Administrator and the Corrections Superintendent to sign Rockingham County Intergovernmental Agreement; seconded by Commissioner Zerba, voted unanimously.**

Wozmak presented the UMG Power Purchase Agreement. He advised that this agreement would cover four (4) County facilities, to include: House of Corrections, Court House, Administrative Office, and Farm at a fixed rate of \$0.07495/kWh for two (2) years. It was noted that the price had changed since last discussion, and that the change was due to pricing variance that was to be expected until locking in a fixed rate. Wozmak reported that the contractual agreement with Patriot Energy has ceased as of today's date. **Commissioner Patt moved that the Commissioners sign the UMG Power Purchase Agreement as presented, seconded by Commissioner Zerba,**

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**County Administrative Office, 33 West St., Keene, NH**

voted unanimously.

**MINUTES: Commissioner Patt moved to accept the minutes of February 9, 2011, seconded by Commissioner Pratt, voted unanimously.**

The Commissioners reviewed the calendar without change. It was noted that the Executive Committee of the Delegation had scheduled their next meeting for March 8, 2011 at 9:30 AM at the County Administrative Office, 33 West St. Keene, NH.

Wozmak discussed the current rental agreements at the so-called daycare building and the herdsman house in Westmoreland, NH. He explained that these two houses are currently occupied by County employees who work at the farm, and that the current rental agreements had been incorporated into their pay rate while they were employed at the farm. It was discussed that since it is planned that the farm will be cease all dairy operations under direct County management by no later than July 1, 2011, a market rate for the two properties will be established. Wozmak advised that he would seek realtors' quotes for each of the properties and report back to the Commissioners during the next meeting.

Finance Director Trombly introduced Tammy Webb of Vachon & Clukay financial auditing firm to the Commissioners. Webb presented an overview of the firm's practices regarding the financial audit of the County of Cheshire, now underway. She explained several steps, including: 1) Review of internal controls and process, 2) Risk evaluation of material misstatements and fraud, 3) Walkthrough of major financial transaction, 4) Control testing of randomly chosen transactions within certain financial categories, 5) Review of "tolerable misstatements", 6) Confirmation of financial statements, 7) Balance of checkbooks, 8) Analytical review of budgeted amounts, 9) Review of financial capital, and 10) Preparation of financial report. Webb advised that Vachon & Clukay continues to coordinate with Mason & Rich. Webb reported that an exit conference and review would be available to the Commissioners. The Commissioners thanked Webb for her time and presentation.

At around 11AM, the County Sheriff, County Attorney and Register of Deeds joined the meeting to discuss the budget.

**Nonpublic session – At 10:32 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into nonpublic session to discuss the dismissal, promotion or compensation of a public employee. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 12:00 PM.**

**Nonpublic session – At 12:04 PM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, Commissioner Zerba made a**

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motion; seconded by Pratt, that the transfer of C.Y. from the farm to dietary be authorized at a pay rate of \$10.34 an hour. The effective date of the transfer is at the department's discretion. Voted unanimously.

After further deliberation in non-public session Commissioner Zerba made a motion; seconded by Pratt, that the recommendation of Manager Hurley be accepted to authorize a pay adjustment for M.A.S. upon her becoming an LPN at a rate of \$18.83 an hour (Grade 4) from her current rate of pay of \$17.16 an hour based on her experience and years of service with the County. The effective date of the rate of pay adjustment is at the department's discretion. Voted unanimously. The Commissioners unanimously voted to return to public session at 12:11 PM

Nonpublic session – At 12:13 PM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into nonpublic session to discuss the dismissal, promotion or compensation of a public employee. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 12:59 PM.

There being no further business, the meeting was adjourned at 12:59 PM.

Minutes approved at the meeting of March 9<sup>th</sup>.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 9, 2011 9:30 AM**  
**House of Corrections, 825 Marlboro Road, Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt; Administrator Wozmak; Finance Director Trombly; Human Resources Manager Hurley; Superintendent Van Wickler; Nursing Home Administrator Kindopp; Nursing Director Sheltra; Project Manager Nguyen

Chairman Pratt opened the meeting at 9:40 AM.

Nursing Home Administrator Kindopp provided the Commissioners with an update regarding the hiring of a full-time Speech Pathologist at Maplewood. Kindopp advised that after a four-year search utilizing various contracted recruiting services, there is a viable applicant for the position. Kindopp explained that, if hired at the appropriate County pay grade commensurate with the applicant's experience and qualifications, the Maplewood Nursing Home budget is projected to have a shortfall of approximately \$5,000, including the finder's fees.

Kindopp noted that this position has not been filled at 40 hours/week at any time during the past four years, and that the services offered by this position represented potential yearly revenues from medical insurance reimbursement.

The Commissioners expressed appreciation for the update and asked Kindopp and Human Resources Manager Hurley to keep them apprised of any further developments, as appropriate.

**Nonpublic session – At 9:54 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, Commissioner Zerba made a motion; seconded by Patt, to accept the recommendation of the Director of Nursing to hire registered nurse R.W. as a night shift nurse at a rate of \$22.47 an hour, based on her years of experience. The effective date of hiring is at the department's discretion. Voted unanimously.**

**After further deliberation in non-public session Commissioner Zerba made a motion; seconded by Pratt, to accept the recommendation of the Director of Nursing to hire S.M. in two roles: First, as a staff nurse on night at a rate of \$23.10 and second, as a supervisor at the rate of \$26.89 based on her years of experience and background. The effective date of hiring is at the department's discretion. Voted unanimously.**

**The Commissioners unanimously voted to return to public session at 10:29 AM.**

Kindopp reported that the Maplewood Nursing Home census was 145 total, with 2 in the hospital, and 0 admissions and 1 deceased in the past week.

Kindopp provided a brief update regarding an evacuation of schoolchildren from Westmoreland Elementary School due to a power outage on Monday, March 7 to Maplewood Nursing Home. She advised that while the evacuation plan had been in existence for several years, this was the first time it had been activated in the past three (3) years. Kindopp advised that the Nursing Home was using backup generator power, and that there was adequate space for the 150 students and 20 faculty

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members. She reported that the event represented a considerable disturbance in usual Nursing Home activities as would be expected, but that her staff responded well and had no significant issues. She reported that the children were fed and also provided phone and internet access to facilitate the ability for each child to contact parents/guardians. She advised that at about 2:30 PM the power returned and that by 3 PM, all the children went home.

**MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Patt, voted unanimously.**

**MINUTES: Commissioner Patt moved to accept the minutes of March 2, 2011, seconded by Commissioner Zerba, voted unanimously.**

The Commissioners reviewed the calendar without change. It was noted that the Executive Committee of the Delegation had scheduled their next meeting for March 14, 2011 at 9:00 AM at the County Administrative Office, 33 West St. Keene, NH. The full Delegation will meet to review the budget proposed by the Executive Committee on March 21, 2011 at 7:00 PM, to be held in the Jury Assembly Room of the Court House.

Project Manager Nguyen provided the Commissioners with a draft of the RFP regarding the lease of the County farm. This RFP will be launched on or before March 16<sup>th</sup>.

Superintendent Van Wickler reported that the jail census was 169 total with 145 inmates in-house, 19 federal inmates, 12 on electronic monitoring and 4 serving weekend sentences. Of the 19 federal inmates, 2 are from NH. There are a total of 29 female inmates, 3 of which are federal.

The superintendent provided several other updates. He reported that the per-diem transport arrangement with local law enforcement is going very well, and that there are currently 16 officers signed up. He also reported that the Rockingham County Intergovernmental Agreement has been executed. Additionally, the superintendent advised that there will be an RFP from the State of NH released shortly with a due date of April 8, 2011, regarding the housing of female inmates. He advised that he would report back regarding this possibility.

County Administrator Wozmak advised the Commissioners of the timeline of the federal stimulus funding for energy efficiency projects (EECBG), specifically that the implementation funding must be under contract by August of this year. Due to the County's recent experience with contracting for energy efficiency projects under this block grant, he expressed a need to proceed with the implementation portion of this funding as originally conceptualized, despite the energy audit not likely to be completed for another two (2) months. He reminded the Commissioners that the project ideas which were being considered were an LED lighting retrofit at Maplewood Nursing Home, a wind study, and insulation to protect against excessive heat loss at the Court House.

**Commissioner Pratt moved that County Administrator Wozmak proceed with the implementation projects related to the Energy Efficiency and Conservation Block Grant (EECBG) as previously stated, seconded by Commissioner Zerba, voted unanimously.**

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Nguyen reported that the census at Alternative Sentencing/Mental Health Court program is 43 overall, with 8 in Alternative Sentencing and 35 in the Mental Health Court. Between the two programs, 28 individuals are pretrial, and 15 individuals are post-adjudicated. Since last week, there has been 1 admission, 1 completion, and 1 discharge based on non-compliance in ASP, and 3 admissions, 1 completion, and 0 discharges based on non-compliance in MHC.

The superintendent discussed the internal housing assignments for a variety of inmates and provided them with a limited tour of the jail for the purposes of illustration.

There being no further business, Commissioner Pratt adjourned the meeting at 12:00 PM.

Minutes approved at the meeting of March 23<sup>rd</sup>.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 16, 2011 9:30 AM**  
**Administration Office, 33 West Street, Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt; Administrator Wozmak; Finance Director Trombly; Human Resources Manager Hurley; Superintendent Van Wickler; Farm Manager Putnam; Nursing Home Administrator Kindopp; Grant Support Specialist Desrosiers; Program Director Potter; Project Manager Nguyen

Chairman Pratt opened the meeting at 9:30 AM.

Farm Manager Dave Putnam presented information regarding options for the sale of equipment and livestock currently located at the farm. Putnam presented a timeline provided by Northeast Kingdom Sales of possible auction dates, and recommended the date of April 27, if sale through an auction was to be pursued the Commissioners. This timeline was reviewed along with the timeline provided in the RFP for lease of the county farm, released earlier in the week on March 14.

**Commissioner Patt moved that County Administrator Wozmak shall be granted authorization to proceed with arrangements for the sale of public assets in regards to the equipment and livestock currently located at the County farm through Northeast Kingdom Sales, seconded by Commissioner Pratt, voted unanimously.**

**MANIFEST: Commissioner Patt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.**

The Commissioners reviewed the calendar without change. It was noted that the full Delegation will meet to review the budget proposed by the Executive Committee on Monday, March 21, 2011 at 7:00 PM, to be held in the Jury Assembly Room of the Court House.

Grant Support Specialist Desrosiers presented the CDBG and explained that signatures were needed for a closeout. The CDBG was signed by the Commissioners.

Desrosiers discussed a DOJ grant that was made available recently and due next week. It was explained that the total grant award for this grant is up to \$15,000 and requires a 25% match equaling \$3,750. The match can include 10% of administrative fees, consistent with County policy regarding application for grant funding. Desrosiers reported that these grant funds would possibly provide funding for a LADC for up to two (2) days a week at the House of Corrections, serving approximately 120 to 140 inmates. It was noted that the House of Corrections has presented the need for such a position on multiple occasions, including this year during a budget review with the Executive Committee of the delegation.

The Justice and Mental Health Collaboration grant, which was previously applied for by the County was discussed for clarification purposes. It was noted that no award determinations would be made on the Justice and Mental Health Collaboration grant until September of this year, and that the hiring of the LADC position under that grant would also not occur until April of 2012 during the implementation phase.

Desrosiers reported that this DOJ grant currently being presented for Commissioners' review would be awarded this May and could begin immediately. The Commissioners strongly advised that, should this grant be awarded to the County, any individual hired to fill this part-time position must

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thoroughly understand that the position is grant funded, and that no further appropriations shall be made by the County to sustain the position after expiration of the grant. **Commissioner Zerba moved that Grant Support Specialist Desrosiers shall be granted authorization to apply for the DOJ grant, seconded by Commissioner Patt, voted unanimously.**

Superintendent Van Wickler reported that the jail census was 168 total with 143 inmates in-house, 19 federal inmates, 11 on electronic monitoring and 1 serving a weekend sentence. There is 1 inmate on work release. Of the 19 federal inmates, 1 is from NH, and 3 are female.

The superintendent reported that, in regards to the newly signed agreement, it is anticipated that the HOC will begin to receive Rockingham inmates within the next 1-2 weeks as the inmates are sentenced.

The superintendent further advised that no staff from the HOC will be sent to the upcoming Corrections Academy due to the inability for the HOC to be without staff for the time that is required. It was noted that the Corrections Academy had recently increased the duration of training from 4 weeks to 5 weeks. The superintendent advised that in-service training will be offered at the HOC for Corrections Officer certification.

Program Director Potter reported that the census at Alternative Sentencing/Mental Health Court program is 44 overall, with 7 in Alternative Sentencing and 37 in the Mental Health Court. Between the two programs, 29 individuals are pretrial, and 15 individuals are post-adjudicated. Since last week, there have been 4 admissions to MHC.

Potter provided census numbers for each of the programs, subtotaled by year, to the Commissioners. The grand total numbers to date for the programs are 569 in the Alternative Sentencing Program, 385 in the Mental Health Court, and 65 in the Day Reporting Center.

Potter discussed the impact that the proposed budget by the Delegation would have on his programs, and the actions steps that will be taken should the ASP/MHC budget pass. Included among the actions steps were a renegotiation of the contracts with treatment providers, imposing a cap on the total number of clients and/or referrals to treatment services within the next year, and utilizing a different pharmacy for medications for clients who are prescribed medications through the treatment provider.

Administrator Kindopp reported that the Maplewood Nursing Home census was 142 total, with 0 in the hospital, 2 admissions and 3 deceased in the past week. In addition, 1 was discharged to the Assisted Living Facility and 1 was discharged to an outside facility due to the high level of care needed.

**Nonpublic session – At 10:12 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Patt moved to go into nonpublic session to discuss the hiring of any person as a public employee. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, Commissioner Zerba made a motion; seconded by Patt, to accept the recommendation of the Nursing Home**

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**Administrator to hire A.T. as a speech therapist at a rate of \$35.50 an hour, based on years of experience and background, effective April 4, 2011. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:26 AM.**

Kindopp discussed a vacant full-time housekeeping position at the nursing home. Commissioner Patt asked for clarification regarding current position vacancies, and it was noted that a 16-hour per week position in laundry will be eliminated through attrition as previously discussed. **As a result of deliberations, Commissioner Zerba made a motion; seconded by Patt, to authorize the Nursing Home Administrator and the Human Resources Department to fill a 40-hour per week position in housekeeping at Maplewood Nursing Home. The effective date of hiring is at the department's discretion. Voted unanimously.**

The Commissioners, Administrator Wozmak, and Finance Director Trombly continued general budget discussion for the remainder of the meeting.

There being no further business, Commissioner Pratt adjourned the meeting at 11:00 AM.

Minutes approved at the meeting of March 23<sup>rd</sup>.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 23, 2011 9:30 AM**  
**Maplewood Nursing Home, 201 River Rd., Westmoreland, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt; Administrator Wozmak; Finance Director Trombly; Human Resources Manager Hurley; Captain Kevin Clark; Farm Manager Putnam; Nursing Home Administrator Kindopp; Facilities Manager King; Grant Support Specialist Desrosiers; Program Director Potter; Project Manager Nguyen

Chairman Pratt opened the meeting at 9:36 AM.

Captain Kevin Clark reported that the jail census was 177 total (128 males, 28 females) with 156 inmates in-house, 22 federal inmates (18 males, 4 females; 20 from VT, 2 from NH), 11 on electronic monitoring and 3 serving weekend sentences. There is 1 inmate on work release, and 1 on work search.

The approved budget was briefly discussed. The Commissioners expressed their appreciation to Administrator Wozmak and Finance Director Trombly, as well as all department heads in their efforts during this year's budget process. A follow-up letter to each town's select boards was discussed and will be drafted by Wozmak.

Farm Manager Putnam provided an update regarding the arrangements with Northeast Kingdom Sales regarding the auction of the equipment and livestock currently located on the County farm. He advised the Commissioners of the preparation required before the sale of the livestock, including but not limited to veterinarian exams, medial certificates, and TB tests, and advised that a minimum of 30 days would be required to properly prepare for any sale. There was further discussion regarding the appraised value of the equipment and the specific pieces of equipment which would remain under ownership by the County for continued use at other facilities.

The timing of the RFP process for lease of the farm in relation to the sale of the equipment and livestock was discussed in detail. The Commissioners noted, under advisement of the auctioneer, farm manager and others, that in order to produce the highest level of revenue for sale of the equipment and livestock it was prudent to conduct the auction anytime between the present and mid-May, due to the timeframe by which farmers and business owners typically purchase new goods for the upcoming farming season. The Commissioners and Putnam discussed that a delay beyond mid-May would likely result in reduced demand in the goods from potential buyers, which in turn, would result in diminished revenue to the county.

It was further discussed that the submission deadline regarding the RFP for lease of the farmland and facilities would be on April 8, and that interviews, scoring, and evaluation would follow soon after, with any award subject to Commissioners' approval and ratification by the county convention. It was noted that due all of the circumstances discussed, in addition to the limited dates available by the auctioneer to conduct an auction, that the decisions regarding awarding a lease agreement and conducting a sale of the equipment and livestock were independent of one another. **Commissioner Pratt moved that County Administrator Wozmak shall proceed with a date of May 4, 2011 for the sale of public assets in regards to the equipment and livestock currently located at the County farm through Northeast Kingdom Sales, seconded by Commissioner Patt, voted unanimously.**

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Program Director Potter reported that the census at Alternative Sentencing/Mental Health Court program is 44 overall, with 7 in Alternative Sentencing and 37 in the Mental Health Court. Between the two programs, 26 individuals are pretrial, and 18 individuals are post-adjudicated. Since last week, there has been 1 admission and 1 successful completion in ASP, and 3 admissions and 4 completions in MHC.

Potter provided a general update regarding the action plan for the Alternative Sentencing Program in response to the approved budget. Potter advised that he will be renegotiating service contracts for the three (3) primary providers utilized by ASP/MHC, and seek to find more cost-effective options for pharmaceuticals which are prescribed to clients while under case management at the Alternative Sentencing Program. Potter also reported that the current caseload will be prioritized to provide services to those who present the highest need.

Wozmak advised that the lease agreement for the Alternative Sentencing Program at its current location at 265 Washington St., Keene, continues in a month-to-month basis and that an RFP will be issued for competitive bids for office space for the programs.

Grant Support Specialist Desrosiers advised the Commissioners that statistics were being re-examined within the Alternative Sentencing Program, and that intake and outcome measures at other comparable NH programs were being researched. It was discussed that a considerable amount of effort has been dedicated to researching recidivism rates at the Alternative Sentencing Program and the House of Corrections, but that preliminary findings were that a lack of uniformity and accessible information from the Department of Safety and other criminal justice databases prohibited the ability to calculate an accurate recidivism rate of 3-5 years post-program. Potter advised that he would continue to work with the Department of Safety to obtain the necessary authorization and consent forms to access criminal history for the purposes of an expanded recidivism study. It was noted that qualitative data may also be valuable for ongoing outcome measures.

Facilities Manager King reported on the transition regarding energy brokers and suppliers from Patriot Energy/Con Edison to UMG/TransCanada. He advised that due to contract stipulations, a 90 day notice is required to terminate the current contract with Patriot Energy. King reported that the termination date was effective as of March 2, 2011, and that the start date for UMG will be June 1, 2011. King further advised that he is in discussion with UMG to retain the previously negotiated rate of \$0.07495 per kWh.

King and Administrator Kindopp discussed the repainting at Maplewood Nursing Home. It was advised that there has been feedback from residents regarding a particular paint color being used, and that there will be a meeting between the Resident Council and MNH Administration to attempt to resolve the color preference. It was noted that the Resident Council was instrumental in working with the interior designer prior to any painting being done.

Kindopp reported that the Maplewood Nursing Home census was 140 total, with 0 in the hospital, 0 admissions and 2 deceased in the past week. In addition, 1 was discharged to the Assisted Living Facility.

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Kindopp raised a question regarding a Medicaid reimbursement issue in relation to a specific individual who was in the preliminary stages of applying to become an MNH resident. Kindopp advised that, after conducting a financial review as a normal part of the application process, it was learned that this individual's Medicaid eligibility would likely be affected in the amount of approximately \$5,000 due to an asset transfer which had occurred within the past five (5) years. Kindopp and Finance Director Trombly explained that NH Dept. of Health and Human Services conducts financial reviews of all residents receiving Medicaid to ensure that the net worth each resident meets criteria for Medicaid, and that this review extends to a "look back" period of five (5) years. Trombly advised that, if founded, NH DHHS subjects the individual to a penalty period by withholding Medicaid disbursements equal to the value of assets held above the financial criteria. This value is calculated into a certain number of months for which Medicaid will not pay for services. Trombly advised that this financial review by NH DHHS is typically conducted post-admission, without regard to the services already rendered by the care facility during this period of time. Staff view this procedure as entirely unfair for the facility who, in good faith, accepted the person into the facility. Another state regulation prohibits a facility for discharging a resident for non-payment unless the resident can be discharged to another suitable facility, which is unlikely in the case where there is no money to pay for the care.

The Commissioners asked about the frequency of this issue. Kindopp advised that every effort is made to obtain a true assessment of each applicant's finances, however, applicants' lack of disclosure and the impact on Medicaid eligibility may only be discovered after admission. It was discussed that the potential financial risk to the County was considerable. The Commissioners asked Kindopp and Trombly to consider a policy for the Commissioners to discuss regarding the extent of uncompensated care that the nursing home might accept and how to balance this seemingly increasing trend of penalty periods.

Kindopp provided thank you letters to the Commissioners from Westmoreland School regarding the power outage and evacuation earlier this month.

Desrosiers presented the Commissioners with a written request from the Southwest Regional Planning Commission for a one (1) year extension on the Unity Housing Project (funded by CDBG) due to a delay in the start of construction and a potential restructuring of the project.

**Commissioner Zerba moved to authorize the request for a one year extension for the Unity Housing Project, seconded by Commissioner Patt, voted unanimously.**

Desrosiers provided the Commissioners with a written update of the grants she is working on. We currently have 20 grants under active management in the amount of \$2.599 million. She has submitted an additional 8 grants with a total value of \$944,798 and is in the process of writing or assisting with two grants for \$290,000.

Desrosiers reported that she has encountered an issue on the Enforcing Underage Drinking Laws (EUDL) grant, which is currently being written by the Sheriff's Department. Desrosiers reported that the Commissioners had advised her to ensure that a 10% administration fee was being applied uniformly for all grants, however, she was made aware that the EUDL did not include this 10%

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administrative fee. Administrative fee policy was reviewed and the Commissioners reiterated their position that 10% must be requested in order for the county to be the fiscal agent. Administrator Wozmak advised that he would follow up on this before the grant due date.

Desrosiers advised that the other grant that she is currently writing is for \$625,000 over three (3) years offered from the Office of Juvenile Justice and Delinquency Prevention (OJJDP). This grant is due May 2. Desrosiers explained that this grant proposal tentatively involves Big Brothers Big Sisters, Familystrength, Monadnock Family Services, Monadnock Voices, Southwestern Community Services and other local service agencies to formulate a mentoring program for justice-involved youth residing in Cheshire County. Desrosiers expressed that, as part of the screening process, the research she has conducted locally has shown that there is a limited number of individuals in the target population and that as a result, this grant proposal may not be feasible. The Commissioners inquired about the decision making process regarding pursuing certain grants. Wozmak advised that a scoring matrix is used for proposed applications, and that decisions are made jointly with Trombly, Desrosiers, and himself. The Commissioners expressed support for this process to continue.

**MANIFEST: Commissioner Patt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.**

**MINUTES: Commissioner Patt moved to accept the minutes of March 9, 2011, seconded by Commissioner Zerba, voted unanimously.**

**MINUTES: Commissioner Patt moved to accept the minutes of March 16, 2011, seconded by Commissioner Zerba, voted unanimously.**

Wozmak presented a letter received from the Economic Committee of the Southwestern Regional Planning Commission regarding the downtown Keene Court House project on county land emphasizing the importance and priority of this project to the Planning Commission.

Wozmak presented a letter from the Department of Transportation regarding road signs directing visitors to MNH. The letter was reviewed and concerns were raised by the Commissioners regarding the stated reasons as to why some of the road signs were taken down in the first place. Wozmak advised that he will follow up with DOT.

Wozmak reported on a \$250 safety award received from Primex to support safety and training for County staff.

Human Resource Manager Hurley presented a new hire verification form to the Commissioners. Hurley reported that this form was being developed to streamline and create an improved standardization for the hiring process for both per-diem and staff positions. The Commissioners provided feedback and Hurley reported that she would further revise the document.

The Commissioners reviewed the calendar and made a change to the location on May 4<sup>th</sup> to Maplewood Nursing Home, 201 River Rd., Westmoreland, NH. It was also noted that the joint presentation with Keene City Council to the Commissioners and the Delegation was being

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scheduled for April.

There being no further business, Commissioner Pratt adjourned the meeting at 12:16 PM.

Minutes approved at the meeting of March 30<sup>th</sup>.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, March 30, 2011 9:30 AM**  
**Administration Office, 33 West St., Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt; Administrator Wozmak; Finance Director Trombly; Human Resources Manager Hurley; Superintendent Van Wickler; Farm Manager Putnam; Nursing Home Administrator Kindopp; Project Manager Nguyen; Carl Majewski; John Maclean City Manager, City of Keene; Dale Pregent, Mayor, City of Keene; Jack Dugan, President, MEDC

Chairman Pratt opened the meeting at 9:30 AM.

Carl Majewski, Extension Educator at UNH Cooperative Extension, provided a brief overview and update of the garden plots on the land in Westmoreland. He reported that he has already received a few phone calls from community members asking to reserve plots, and asked for permission to go forward with rental agreements for this summer. **Commissioner Zerba moved that the UNH Cooperative Extension shall be authorized to proceed with renting the community garden plots in Westmoreland, NH for the summer of 2011, seconded by Commissioner Patt, voted unanimously.**

The Commissioners asked about other brief updates from UNH Cooperative Extension and Majewski reported that two recent events, a 4-H day and also an energy conservation workshop, were both well-attended and successful.

Superintendent Van Wickler reported that the jail census was 175 total (126 males, 29 females) with 155 inmates in-house, 23 federal inmates (19 males, 4 females; 21 from VT, 2 from NH), 9 on electronic monitoring and 1 serving a weekend sentence. There are no inmates on work release or work search.

The Superintendent reported that there is a noted increase in the census recently, and that there was no clear indication as to the cause. Van Wickler also advised that some females were provided with revised housing assignments as previously discussed with the Commissioners, and that there were some positive comments and some negative comments from the inmates who were moved.

Captain Croteau provided an overview and Commissioners' signatures for three (3) grants which were currently being applied for by the Sheriffs Department, in conjunction with Grant Support Specialist Desrosiers. Croteau advised that the Safe Commute grant application for Highway Safety Agency funds was in the amount of \$1,687.50. This grant would provide funding for additional patrols during morning and evening hours to focus primarily on motor vehicle violations. Croteau advised that the Highway Safety Agency does not allow municipalities to bill for administrative fees, and therefore administrative fees not included in the grant budget. **Commissioner Zerba moved that the Commissioners sign the Safe Commute Grant for Highway Safety Agency funds in the amount of \$1,687.50, seconded by Commissioner Patt, voted unanimously.**

Croteau explained that the second grant from the Highway Safety Agency was the DWI patrol grant in the amount of \$2,028. This grant would provide funding for overtime hours to focus primarily on enforcing driving while intoxicated laws. Similar to the first grant, an administrative fee cannot be collected from this grant due to the prohibition by the grantor. **Commissioner Zerba moved that the Commissioners sign the DWI Patrol Grant for Highway Safety Agency funds in the amount of \$2,028, seconded by Commissioner Patt, voted unanimously.**

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Croteau provided a brief description of the Enforcing Underage Drinking Laws (EUDL) grant offered by the Department of Justice. He advised that the grant application was in the amount of \$91,465 and that this would provide funding for law enforcement activities for the Sheriffs Department and several area police departments, who were included in the grant application. It was discussed that the County has received this grant in past years, and that the enforcement activities under this grant typically include compliance checks of vendors and local businesses. Croteau explained that in this year's grant, 20% of the total funding will be required to go towards environmental strategies, which will specifically target social norms and access and availability of alcohol to reduce substance abuse among the youth. Croteau advised that a 10% administrative fee was included in this application. **Commissioner Zerba moved that the Commissioners sign the Enforcing Underage Drinking Laws grant for Department of Justice funds in the amount of \$91,465, seconded by Commissioner Patt, voted unanimously.**

**MANIFEST: Commissioner Patt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.**

**MINUTES: Commissioner Patt moved to accept the minutes of March 30, 2011, seconded by Commissioner Zerba, voted unanimously.**

The Commissioners reviewed the calendar without change. It was noted that on Monday, April 18 at 7 PM, there will be a joint presentation to Keene City Council and the Cheshire County Delegation to be held at Keene City Hall. Also, on Wednesday, April 20 at 5 – 7:30 PM, there will be a volunteer appreciation meal at Maplewood Nursing Home.

Human Resources Manager Hurley reported that the employee census was 459 total, with 3 voluntary terminations (MNH therapy dept.; MNH nursing dept.) and 1 involuntary termination (Sheriffs dept.). There were 5 new hires (1 MNH nursing dept. 2 MNH dietary dept., 1 MNH housekeeping, and 1 CCDOC).

Project Manager Nguyen reported that the census at Alternative Sentencing/Mental Health Court program is 43 overall, with 7 in Alternative Sentencing and 36 in the Mental Health Court. Between the two programs, 26 individuals are pretrial, and 17 individuals are post-adjudicated. Since last week, there has been 1 admission and 1 discharge based on non-compliance in ASP, and 2 discharges based on non-compliance in MHC.

The Commissioners welcomed Keene Mayor Pregent, Keene City Manager John Mclean, and Jack Dugan, the CEO of Monadnock Economic Development Corporation (MEDC) to the meeting to discuss the court house project and prepare for the joint presentation to the Keene City Council and county delegation on April 18. Administrator Wozmak advised that the delegation will also meet on April 25 and the purpose of the meeting will be to discuss and vote on the project, assuming they are ready to do so at that time.

Dugan provided a general overview of the structure to finance the project. It was explained that the total cost was projected to be \$10,111,259, with approximately 39% of the total figure to be financed

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through New Market Tax Credits (NMTCs). There was much discussion and the Commissioners said they look forward to the joint meeting with the City Council and the Delegation scheduled for April 18<sup>th</sup> at City Hall. The City Manager and the County Administrator will draft a joint informational package to be distributed in advance to the Delegation and City Council.

Nursing Home Administrator Kindopp arrived at the meeting to discuss a growing issue at the nursing home with residents who once admitted learn from the state that they are not eligible for Medicaid due to some asset distribution issue that could go back as far as five years. Currently, Maplewood has several these residents and the amount of the financial penalty is very large, with one or two residents exceeding \$100,000 penalty. For the nursing home this means that we have no source of payment until the penalty period runs out. After much discussion regarding the degree to which the county can be the 'safety net' it was decided that a two-hour time period should be allocated to this discussion at the next Commissioners meeting.

Kindopp discussed a specific applicant for admission who was facing such a penalty period and sought a decision from the Commissioners regarding their willingness to accept an admission for which there is no source of payment. After more discussion, the Commissioners voted 2/1 not to accept this admission at this time, pending their policy discussion regarding uncompensated care and the balance between the history of being a safety net as against the interests of the property tax payers to reduce the taxes needed to subsidize the nursing home.

There being no further business, Commissioner Pratt adjourned the meeting at 12:39 PM.

Minutes approved at the meeting of April 5<sup>th</sup>.

Aaron Patt, Clerk

**MINUTES**  
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**Administration Office, 33 West St., Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Nursing Home Administrator Kindopp; Social Services Director Theresa Speaker; Project Manager Nguyen

Chairman Pratt opened the meeting at 9:34 AM.

Superintendent Van Wickler reported that the jail census was 180 total (134 males, 28 females) with 162 inmates in-house, 6 being held at other jurisdictions, 10 on electronic monitoring and 2 serving weekend sentences. There are a total of 29 inmates being held at the jail from other jurisdictions, including 2 NH State Prisoners (both male), 23 federal inmates (19 males, 4 females; 21 from VT, 2 from NH), and 4 from Rockingham County (all 4 are female). There are a total of 32 male beds and 38 female beds available in the facility.

Van Wickler also provided a written update regarding year-to-date statistics for federal and county transports, as well as the total number of per-diem hours used for those transports.

Program Director Potter reported that the census at Alternative Sentencing/Mental Health Court program is 39 overall, with 6 in Alternative Sentencing and 33 in the Mental Health Court. Between the two programs, 22 individuals are pretrial, and 17 individuals are post-adjudicated. Since last week, there has been 1 admission in ASP, and 2 completions and 1 discharge based on non-compliance in MHC.

Nursing Home Administrator Kindopp reported that the Maplewood Nursing Home census was 140 total, with 0 in the hospital, 4 admissions and 2 deceased in the past week. In addition, 1 was discharged to the Assisted Living Facility. There are 6 residents providing payment with Medicare part A, 98 residents on Medicaid, and 20 residents with Medicaid pending.

Kindopp reported that the paint color issue has been resolved with Resident Council at Maplewood, and the green paint being discussed will be replaced with Icelandic blue.

Project Manager Nguyen reported that the employee census was 458 total, with 2 voluntary terminations (MNH nursing dept., Sheriffs dept) and 1 new hire (MNH therapy dept).

**MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Patt, voted unanimously.**

**MINUTES: Commissioner Patt moved to accept the minutes of April 23, 2011, as amended, seconded by Commissioner Zerba, voted unanimously.**

**MINUTES: Commissioner Patt moved to accept the minutes of April 30, 2011, seconded by Commissioner Zerba, voted unanimously.**

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The Commissioners reviewed the calendar without change. Several updates were noted, including the following:

Monday, April 18, 7 PM, Keene City Hall – Joint Presentation regarding Court House project

Wednesday, April 20, 5 – 7:30 PM, Maplewood Nursing Home – Volunteer Appreciation Dinner

Monday, April 25, 7 PM, Jury Assembly Room – Delegation Meeting

Wednesday, May 4, 10:30AM – 1:30PM, Maplewood Nursing Home – Staff Appreciation Meal in honor of National Nursing Home week (concurrent with Commissioners Meeting and Farm Auction)

Wednesday, May 4 (same day as above) – Maplewood Nursing Home – Dinner event

Friday, May 13 – Grafton County event

County Administrator Wozmak reported that the three (3) housing properties in Westmoreland are being assessed by HKS Realty for market rental value, and in addition, the Blood farm is being assessed for sale value. Wozmak advised that the quotes should be available shortly.

Wozmak reported that the Superintendent has advised that the CCHOC will not be responding to the State of NH Request for Proposals to house female state prisoners, due to the onerous programmatic stipulations outlined within the RFP.

Wozmak provided a brief update regarding the information packet being created for the delegation in advance of the joint presentation on April 18 regarding the courthouse. Wozmak advised that drafts are being reviewed by John Maclean and Jack Dugan.

Kindopp and Social Services Director Theresa Speaker presented the Commissioners with an overview of an issue at the nursing home regarding residents who, once admitted, learn from the state that they are not eligible for Medicaid due to some asset distribution issue that could go back as far as five years. There are currently two (2) known issues with current residents totaling an estimated \$257,703 in financial penalties, and four (4) additional residents who may be facing some amount of financial penalties yet-to-be determined.

Kindopp reported that anecdotally, she has learned from other nursing home administrators from across the state that other counties have been facing a similar issue over the past few months, and that this appears to be a growing issue with more penalties likely to be assessed.

It was explained that applicants could not be fully screened prior to admission into the nursing home, due to the fact that individuals cannot even apply for Medicaid for long-term care until already admitted to a long-term care facility. It was discussed that the County has traditionally accepted nursing home applicants on a good faith basis to provide needed care for this population if applicants meet medical criteria for admission. In addition, it was noted that this practice by the state of NH to apply financial penalties to current residents punishes the care provider (county), and not the individual who is being deemed at fault by the state.

The Commissioners discussed the method that should be used to calculate the financial impact of

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these penalties. It was noted that Medicaid accounts for only a partial reimbursement of the total cost of care in the nursing home, and that any lack of Medicaid funding for any given time period would essentially mean that the county would provide care for these residents at a rate entirely subsidized by the county. The Commissioners advised that once the calculation method was agreed upon, the total amount of financial risk on a year-to-year basis based upon projections would be calculated for purposes of analysis and budgeting.

The Commissioners advised Kindopp to explore options for convening a meeting to discuss this issue with the NH Healthcare Association, the NH Association of Counties, and the State of NH Dept. of Health and Human Services.

Potter provided an update regarding the adjustments being made at the Alternative Sentencing Program/Mental Health Court to respond to the \$65,000 budget cut made to the outside service line item for the programs. Potter advised that ASP/MHC staff has worked closely with the Finance department to create a financial tracking method for individual clients, and that these would be continually monitored and reviewed on a monthly basis. A not-to-exceed amount for treatment services per client was discussed.

The Commissioners inquired about the practical impact that the reduced budget will have on the health and well-being of ASP/MHC clients. Potter advised that clients would have a reduced number of treatment sessions at outside services, and that the common practice of referring clients to one (1) treatment session per week may be altered to one (1) session every two weeks instead. Potter advised that there should be no changes to the number of times that clients will be seen at ASP/MHC for case management services, and that he expects that ASP/MHC staff will be providing more clinical services as a result of the reduced amount of treatment sessions.

Potter reported that contract renegotiations for two out of the three primary treatment providers have been successful, and that these rates have been reduced by approximately 25%.

Lastly, Potter advised that he has followed up on recommendations regarding statistical information being collected and that he will provide a preliminary report at the meeting next week.

There being no further business, Commissioner Pratt adjourned the meeting at 12:10 PM.

Minutes approved at the meeting of April 13<sup>th</sup>.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 13, 2011 9:30 AM**  
**House of Corrections, 825 Marlboro St., Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Nursing Home Administrator Kindopp (by phone); Program Director Michael Potter; Captain Trevor Croteau; Project Manager Nguyen; Westmoreland Selectman June Hammond; Realtor Gregory Johnson; Westmoreland Planning Board Chair, Lauren Bressett

Chairman Pratt opened the meeting at 9:32 AM.

June Hammond, Selectman from the Town of Westmoreland, was welcomed to the meeting. Hammond advised that she was in attendance to remain apprised of County business, and the Commissioners expressed appreciation for her presence.

Gregory Johnson from HG Johnson Real Estate presented that his firm is currently working with investors who are planning to purchase the property at 34 West St (the current SAU building), and who have expressed interest in the Latchis Building, currently owned by the County. Johnson explained that these investors may be interested in an outright purchase or a joint venture with the County. **Commissioner Zerba moved that the County Administrator shall be permitted to enter into discussions and/or negotiations with Mr. Gregory Johnson of Investment Real Estate relative to the Latchis Building as stated above, seconded by Commissioner Patt, voted unanimously.** The Commissioners thanked Johnson for bringing this possible opportunity forward.

Superintendent Van Wickler reported that the jail census was 176 total (129 males, 29 females) with 158 inmates in-house, 5 being held at other institutions, 10 on electronic monitoring and 3 serving weekend sentences. There are a total of 29 inmates being held at the jail from other jurisdictions, including 2 NH state prisoners (both male), 23 federal inmates (19 males, 4 females; 21 from VT, 2 from NH), and 4 from Rockingham County (all 4 are female). There are a total of 35 male beds and 37 female beds available in the facility.

Van Wickler reported that the Cheshire County Police Chiefs' Association will be meeting at the jail on April 19<sup>th</sup> at 8 AM for their monthly meeting, and that there will also be training provided by the US Marshalls held at the facility in the near future.

Captain Trevor Croteau from the Sheriff's Department presented a Surplus Distribution registration form from the State of New Hampshire regarding surplus supplies such as office equipment from NH government offices and other sources. Croteau explained that this is an opportunity to obtain supplies very economically and that these agreements must be renewed yearly. **Commissioner Zerba moved that the Commissioners sign the State of New Hampshire Surplus Distribution agreement, seconded by Commissioner Patt, voted unanimously.**

Croteau advised that a staff member was hired from within the Sheriffs Department recently to fill a vacant position and moved from being a part-time dispatcher to a full-time dispatcher. Croteau explained that this now had created a vacancy for a part-time dispatcher position and asked for authorization to fill this vacancy. **Commissioner Zerba moved that the Sheriffs Department be authorized to fill a part-time position for a dispatcher within the Sheriff's Department with a**

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**date to begin employment at the department manager's discretion, seconded by Commissioner Patt, voted unanimously.**

Human Resources Manager Wendy Hurley reported that the employee census was 460 total, with 1 retirement (voluntary termination) at Maplewood Nursing Home. It was noted that the employee census report reflects immediate changes to the status of employees, and that the number provided for terminations may include those who provide their two (2) week notice.

Administrator Wozmak presented the information packet and cover letter being drafted regarding the court house project addressed to the delegation and the City of Keene city council. It was reiterated that the information is intended to provide an overview of the presentation that will be given at an upcoming meeting on April 18<sup>th</sup> by the County, the City of Keene, and the Monadnock Economic Development Corporation (MEDC) to the delegation and the City of Keene city council. The Commissioners provided feedback regarding the document, and discussed the format of the meeting.

Grant Support Specialist Cyndi Desrosiers advised that the County has been awarded the State of NH Department of Transportation federal transit grant in the amount of \$53,142 regarding transportation for the disabled and elderly population, and that the catchment area for the services to be delivered included all of Cheshire County and other nearby towns in accordance to the transportation regions delineated by the State of NH.

Desrosiers also announced that the County has been awarded two (2) grants that were recently applied to for the Sheriffs Department. These grants are the DWI Safe Patrols grant in the amount of \$2,028 and the Safe Patrols grant in the amount of \$1,687.50 from the Highway Safety Agency.

Desrosiers provided the Commissioners with a written update of the grants she is working on. We currently have 26 grants under active management in the amount of \$2,656,845 and are an additional 8 grants pending with a total value of \$944,798. Desrosiers advised that the County will be collecting approximately \$63,000 in administrative fees year-to-date, due to the new County policy being implemented to collect a 10% fee whenever possible to cover the costs taken on by the County to administer and manage the grant funding.

Program Director Michael Potter reported that the census at Alternative Sentencing/Mental Health Court program is 35 overall, with 7 in Alternative Sentencing and 28 in the Mental Health Court. Since last week, there has been 1 admission and 1 completion in ASP, and 1 admission, 1 completion, and 2 discharges based on non-compliance in MHC.

Potter discussed the efforts being made to calculate recidivism rates for ASP/MHC clients and presented some of the release of information/authorization forms being used to access information from the Department of Safety. It was discussed that nationwide, there is a lack of data collection within the criminal justice system, and that there is an inconsistent reporting system used from state-to-state, making the task of analyzing arrest data extremely challenging.

Potter provided a written follow-up report regarding qualitative data for past clients in ASP/MHC.

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It was discussed that the sample size of the brief study was limited due to many individuals' change of contact information since their stay in the program, but that nearly all those who were reached provided positive support for the program. Potter advised that these individuals commented on the effect that ASP/MHC had on their behavior, and that they were generally more healthy and were making better decisions as a result of the programs. The Commissioners encouraged Potter to continue this type of follow-up study on a continuous basis, as appropriate.

The Commissioners welcomed Lauren Bressett, chair of the Town of Westmoreland Planning Board, to the meeting. Bressett advised the Commissioners that she was here to cordially remind the Commissioners that any change of use regarding the facilities on or around the farm property, including the old jail, may have an effect on the tax status of the property in accordance to the corresponding NH RSAs. Bressett advised that examples of changes of use may include converting the farm property to a non-agricultural use, or sub-dividing the land. The Commissioners advised that, while still undergoing the transition process, the County farmland is in all likelihood going to remain in agricultural use and that operations on the property would not change significantly in regards to its use in this context. They said the old jail is currently being used as storage of county supplies. The Commissioners thanked Bressett for her attendance.

Wozmak advised that the County received \$15,195.12 from the Hemingway Trust and discussed the criteria for use of the funds, which includes provisions to care for the indigent population.

**Commissioner Zerba moved that the Commissioners sign the receipt of funds regarding the Hemingway Trust in the amount of \$15,195.12, seconded by Commissioner Pratt, voted unanimously.**

Wozmak provided follow-up information regarding the Department of Transportation signage for Maplewood Nursing Home. Wozmak advised that he is conversing with the appropriate party at the DOT to resolve the issue and ensure that adequate signage is posted along the roads leading up to the facility. He has also reached out to State Representative Edwin Smith who is on the Transportation Committee.

Nursing Home Administrator Kindopp reported that the Maplewood Nursing Home census was 139 total, with 1 in the hospital, and 2 admissions over the past week. There are 7 residents qualified for skilled care, 89 on Medicaid, 30 with Medicaid pending, 10 private-pay, and 2 who have known penalty phases related to Medicaid funding.

Kindopp reported that she is taking actions as discussed at the meeting last week and will be meeting with Dan Klein from the NH Healthcare Association this week to discuss the issue regarding Medicaid penalty phase and reimbursement.

Kindopp requested authorization to temporarily fill a position at Maplewood Nursing Home for a part-time receptionist for 6.5 hrs, for four (4) out of five (5) weekly rotating shifts. It was explained that the receptionist currently on staff will be retiring, and having a volunteer to fill this role was explored, but was not found to be possible due to the responsibilities of the position. The Commissioners discussed the specific request to fill a position temporarily, and Kindopp advised that the staffing patterns throughout the nursing home would be monitored for attrition, and that

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this was her recommendation at this time. **Commissioner Zerba moved that the Nursing Home Administrator shall be authorized to fill a part-time receptionist position at Maplewood Nursing Home as stated above, seconded by Commissioner Patt, voted unanimously.**

Kindopp reported that a full-time Occupational Therapist will be beginning at the base rate in mid-May as previously authorized, and informed the Commissioners that it was likely that due to this hiring, payroll expenditures may exceed the budgeted costs by approximately \$5,000. Kindopp advised that this projection might be affected depending on staffing patterns and attrition in the current fiscal year. The Commissioners acknowledged this information and asked that Kindopp provide further updates as needed. It was noted that the incoming Occupational Therapist will bring in revenue for billable medical services rendered.

Commissioner Patt made a motion that the \$5,000 overage related to the OT hire be offset by other expenditures at the nursing home. Patt felt strongly that the county should be staying within the expense lines and not using the revenue potentials to mitigate excess spending.

**Commissioner Patt moved that the \$5,000 be offset by expense reductions in other areas within the nursing home and not through the use of additional revenue. The motion was not seconded, and failed for lack of a second.**

After further discussion, it was clear that a majority of the Commissioners felt that revenue projections could be used to offset budget overages at least in this instance due to the prolonged difficulty in locating and hiring an Occupational Therapist.

**MINUTES: Commissioner Patt moved to accept the minutes of April 6, 2011, seconded by Commissioner Zerba, voted unanimously.**

**MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Patt, voted unanimously.**

The Commissioners reviewed the calendar. It was noted that, as a matter of procedure, the Commissioners will be meeting prior to the Delegation meeting on April 25<sup>th</sup> to receive the recommendation from the Farm Lease Evaluation Panel in regards to the county farm. A meeting was scheduled as noted below.

Monday, April 18, 7 PM, Keene City Hall – Joint Presentation regarding Court House project  
Wednesday, April 20, 5 – 7:30 PM, Maplewood Nursing Home – Volunteer Appreciation Dinner

Monday, April 25, 4 PM, County Administration (33 West St) – Special Purpose Meeting  
Monday, April 25, 6PM, Farm Committee Meeting (33 West St) – for the farm lease recommendation.

Monday, April 25, 7 PM, Jury Assembly Room – Delegation Meeting

Wednesday, May 4, 10:30AM – 1:30PM, Maplewood Nursing Home – Staff Appreciation Meal in honor of National Nursing Home week (concurrent with Commissioners Meeting and Farm Auction)

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Wednesday, May 4 (same day as above) – Maplewood Nursing Home – Dinner event  
Friday, May 13 – Grafton County event

**Nonpublic session – At 11:14 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, with that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, Commissioner Patt made a motion; seconded by Zerba, to accept the recommendation of the Nursing Home Administrator that C.M be transitioned from a temporary per diem employee to a full-time Activities Aide at a rate of \$12.58, to be effective at the discretion of the department manager. Voted unanimously. The Commissioners unanimously voted to return to public session at 11:23 AM.**

**Nonpublic session – At 11:24 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss 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. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 12:35 PM.**

There being no further business, Commissioner Pratt adjourned the meeting at 12:36 PM.

Minutes approved at the meeting of April 20<sup>th</sup>.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 20, 2011 9:30 AM**  
**County Administration Office, 33 West St., Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt; Administrator Wozmak; Finance Director Trombly; Nursing Home Administrator Kindopp; Facilities Manager Barry King; Project Manager Nguyen; Westmoreland Selectman June Hammond

Chairman Pratt opened the meeting at 9:00 AM.

**Nonpublic session – At 9:00 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss a matter, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 9:38 AM.**

**Nonpublic session – At 9:45 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, Commissioner Zerba made a motion; seconded by Patt, that the suspension of J.R. be approved but that termination is not approved, and that probation continues for six (6) months. The Commissioners noted mitigating circumstances of personal hardship as forming a basis of said decision. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:04 AM.**

Facilities Manager Barry King and Nursing Home Administrator Kindopp requested authorization to go forward with a capital equipment purchase for two (2) ceiling-mounted lifts for the second floor of Maplewood Nursing Home to assist in transporting residents within the facility, specifically for use in assisting residents in and out of the bathtubs. Kindopp explained that MNH is currently operating standalone battery-operated lifts that have been in use since the opening of the facility. It was explained that the current lifts are inadequate and present safety issues, in that there have been instances of the units running out of battery power when needed, and that the large and cumbersome units must be moved by nursing home staff around the area, including on wet floors in the bathrooms. It was noted that a vast majority of residents require assistance getting into and out of the bathtubs, and that current practice is to utilize the existing units as described and that a great amount of physical labor of lifting, carrying, and positioning residents is performed by the nursing staff. County Administrator Wozmak noted that insurance costs are very significant due to the workers' compensation risk associated with this duty.

Kindopp explained that it is anticipated that these capital improvements would take on a phased approach, in that there are a total six (6) bathtub rooms throughout the facility, and that by necessity, these units should be installed at separate times. It was noted that installation would likely take approximately one (1) to one-and-a-half (1.5) full days for each unit. In addition, it was noted that different equipment might be more appropriate for different floors, based upon the medical condition of residents, and due to these considerations that not all equipment for all floors may be

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identical.

Commissioner Pratt inquired about the structural integrity of the ceilings to support the proposed units and King advised that the units would be installed without any damage or safety issues to the facility.

Kindopp advised that funds for capital equipment have been budgeted in recent years, and that these funds have gone unspent and remain in a fund reserved for encumbrances. Kindopp went on to explain that these funds have been rolled over, and that there are sufficient funds in the budget to purchase this equipment, as requested. Kindopp reported that she has received quotes from multiple vendors regarding these units, and that there is a variance in price and compatibility with other existing equipment currently being used at MNH. Kindopp advised that the lowest quote provided has been furnished by ArjoHuntleigh in an amount of \$11,828.38 each, without shipping & handling which is estimated to be at approximately \$1,000. Kindopp also advised that these units are fully compatible with existing slings and other equipment currently in use at MNH.

**Commissioner Patt moved to authorize the expenditure from the Maplewood Nursing Home encumbrance capital reserve fund rollover fund for two (2) ceiling mounted bathtub lifts at the lowest bid price available for the purpose of increased safety of employees and residents of Maplewood Nursing Home, seconded by Commissioner Zerba, voted unanimously.**

The Commissioners inquired about other updates from the Facilities Department, and King reported that painting at MNH is proceeding without issue and that other work orders continue to be responded to promptly and without incident.

King and Project Manager Nguyen advised that a walkthrough for respondents to the LED retrofit at MNH Request for Proposals is occurring tomorrow morning, and that there have been a total of eight (8) letters of interest received to date.

King advised that he is currently communicating with Patriot Energy, energy broker for Con Edison, to explore options for cancellation of energy provider services in favor of transitioning to UMG, energy broker for TransCanada for the most cost-effective means of transitioning. There is a cancellation fee and a 90-day notice required by the agreement with Patriot Energy but we believe the savings from switching will be greater than the cancellation fee.

The Commissioners inquired about the timing of purchase and the price of fuel. King advised that, similar to the current year, we would not pre-pay for fuel and will negotiate for the best price and means of purchasing fuel for the upcoming year. It was noted that it was likely that this process would fully begin in August.

Nursing Home Administrator Kindopp reported that the Maplewood Nursing Home census is 136 total, with 0 in the hospital, 3 deaths, 1 discharge to the Assisted Living Facility, 1 discharge to residential care, and 2 admissions over the past week. There are 8 private-pay, 4 residents on Medicare, 92 on Medicaid, 30 with Medicaid pending, and a total of 6 residents who are suspected to

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have penalty phases related to Medicaid funding.

Kindopp provided an update regarding the efforts being made to convene the appropriate stakeholders and representatives from appropriate agencies associated with the issue of uncompensated care and Medicaid penalty periods. Kindopp advised that she has been in discussion with the NH Healthcare Association, the State of NH Dept. of Health and Human Services, and the NH Association of Counties, and that awareness is being brought to this issue on a state level, with strategic efforts to affect practice or policy to follow. The Commissioners expressed support for Kindopp to continue and provide updates as appropriate. It was noted that other NH county nursing homes have experienced similar difficulties related to uncompensated care and Medicaid penalty periods, at levels comparable to Cheshire County.

Human Resources Manager Wendy Hurley reported that the employee census is 465 total, with 1 voluntary termination, 1 involuntary termination, and 4 new hires, all within the MNH Nursing Department. The Commissioners asked for upcoming reports to also include total number of county employee vacancies.

Hurley presented a rate change request for J.B. as a new hire for per-diem staff at MNH and provided the Commissioners with written documentation of the hiring recommendation. Hurley explained that based upon J.B.'s licensing as an LPN and her years of experience that a rate higher than the base rate is recommended. It was explained that it is current practice to utilize a temporary employment agency at a cost substantially higher than the cost to hire an individual on staff on a per-diem basis, and that per-diem hires as appropriate represent an opportunity for cost savings. **Commissioner Zerba moved to accept the recommendation of the Human Resources Manager that J.B. be hired as a per-diem employee at Maplewood Nursing Home at a rate of \$20.52, based upon her qualifications and years of experience, to be effective at the discretion of the department manager, seconded by Patt. Voted unanimously.**

Nguyen reported that the jail census was 171 total, with 151 inmates in-house (123 males, 28 females), 7 being held at other institutions, 10 on electronic monitoring and 3 serving weekend sentences. There are a total of 30 inmates being held at the jail from other jurisdictions, including 2 NH state prisoners (both male), 23 federal inmates (19 males, 4 females; 21 from VT, 2 from NH), and 5 from Rockingham County (all 5 are female). There are a total of 41 male beds and 38 female beds available in the facility.

Nguyen reported that the census at Alternative Sentencing/Mental Health Court program is 36 overall, with 6 in Alternative Sentencing and 30 in the Mental Health Court. Between the two programs, 20 are pretrial, and 16 are post-adjudicated. Since last week, there has been 1 completion in ASP, and 3 admissions and 1 completion in MHC.

Wozmak provided the Commissioners with a draft of a memo addressed to all department managers at the Commissioners' request expressing appreciation for the level of detail and the efforts made by each department during this fiscal year in regards to the budget. The Commissioners approved the memo for circulation.

**MINUTES**  
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The Commissioners discussed the proposed courthouse project in detail. Commissioner Aaron Patt suggested that a more detailed and comprehensive explanation of the funding structure would be helpful to the delegation. Commissioner Aaron Patt noted that the delegation has experienced significant turnover since the beginning of this project and passing of the motion authorizing the use of county-owned land for the construction of the new court facility by the delegation, and that more information may be necessary to ensure that any decision made by the delegation would be well-informed.

Commissioner Aaron Patt for the purpose of recapping the joint Delegation and City Council meeting for Commissioner Zerba, who was not in attendance, outlined a number of the Delegation member's questions to the assembled panel, and some of the questions and concerns expressed to him by Delegation members in conversation, from his recollection, after the meeting ended. These questions include the following: 1) a desire for specific budget figures regarding the loss of revenue projected when/if the State of NH ceases to provide rental payment currently approximating \$400,000 in revenue for the current court house, 2) explanation of the future use of the current courthouse building and the costs associated with that use, 3) the question regarding the anticipated use of the current county administrative office at 33 West Street in Keene if office space becomes available through renovation, or as provided, at the current courthouse should a new courthouse be built, 4) a projected cost to renovate the current court house to adapt its use for county administration offices and financing mechanism, and 5) reassurance of the integrity of the proposed funding structure for the new court house project to account for contingencies or overruns by the general contractor which may occur and could potentially be a financial risk to the county.

Commissioner Aaron Patt expressed a general concern that the county has a significant amount at stake if the project moves forward, and that considerations for the long-term impact and risk have not been fully vetted. In addition, Patt expressed concern that the State of NH may not ultimately decide to purchase the facility from the Monadnock Economic Development Corporation (MEDC) at the end of seven (7) years, and that the facility may not be desired by the county at that point either, due to an inadequacy and/or appropriateness of the facility for county purposes. Commissioner Patt expressed that an overall evaluation of the land and facilities owned, managed, or leased by the county was needed and that this should be prioritized. Patt felt that the County did not belong in this project to the degree outlined in the current project structure. He also felt that alternatives could be explored if the project were not to move forward, such as pressing the state to move only the Superior Court to Jaffrey, which could limit the tax impact.

Commissioner Zerba expressed his view that he had more than a sufficient amount of information on which to make an informed judgment, based upon his involvement in the deliberative process over the past year, and that he has concluded that the project should go forward.

Commissioner Jack Pratt expressed his opinion that the negative impact of turning down this project on Keene and on the County could be enormous. The current District Court, located at City Hall, has already been decertified and must move. Former Chief Justice Broderick made crystal clear the Court's view that the present Superior Court was inadequate. At the beginning of this process the State made it obvious to all who listened that it wanted to move the Courts out of Keene and into the existing Jaffrey District Courthouse. It was Pratt's opinion that the fundamental question

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facing the Delegation was not whether the County would lose \$400 thousand in annual rent from the State --that, he said was simply a matter of time -- but whether the County would participate in the project to keep the courts in Keene, the county seat.

**Commissioner Zerba made a motion, seconded by Commissioner Pratt: The Board of Commissioners, having discussed the terms and conditions of the proposed new courthouse, approves the county's participation in the project and recommends the delegation sell the Winter Street lot to Monadnock Economic Development Corporation for \$750,000, and further, that the Commissioners recommend that the Delegation vote:**

- 1) To amend the county budget to appropriate \$750,000 in expenses and a matching amount in revenue that allows the county to participate in the funding of the construction fund and then to subsequently receive \$750,000 for the sale of the property;
- 2) To sell the county owned land on Winter Street in Keene for the construction of the courthouse and authorize the Commissioners to execute any and all related documents;
- 3) To authorize the Commissioners to execute a loan of the Monadnock Economic Development Corporation in the amount of \$750,000 and to execute any and all related documents; and
- 4) To enter into any and all necessary development agreements pertaining to this project.

**The motion passed upon a 2-1 roll call vote with the dissenting vote from Commissioner Aaron Patt.**

The Commissioners and Administrator Wozmak discussed drafting a memo to the delegation to apprise the delegation of pertinent information regarding this project to be disseminated on or before the delegation meeting on April 25<sup>th</sup>.

The Commissioners noted that the agenda item regarding "County Finances" would be postponed until the meeting on April 27<sup>th</sup>.

**MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Patt, voted unanimously.**

**MINUTES: Commissioner Patt moved to accept the minutes of April 13, 2011, seconded by Commissioner Zerba, voted unanimously.**

The Commissioners reviewed the calendar as follows:

Wednesday, April 20

5 PM – 7:30 PM, Maplewood Nursing Home – Volunteer Appreciation Dinner

Monday, April 25

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4 PM, County Administration Office –Special Purpose Meeting (Farm Lease Evaluation Panel Recommendation)

6 PM, County Administration Office – Farm Committee of the Delegation Meeting

7 PM, Jury Assembly Room – Delegation Meeting

Wednesday, May 4

10:30 AM – 1:30 PM, Maplewood Nursing Home – Staff Appreciation Meal in honor of National Nursing Home week (concurrent with Commissioners Meeting and Farm Auction)

Maplewood Nursing Home – Dinner event

It was noted that the Grafton County event originally scheduled for May has been postponed.

There being no further business, Commissioner Pratt adjourned the meeting at 1:19 PM.

Minutes approved at the meeting of April 27<sup>th</sup>.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Monday, April 25, 2011 4 PM**  
**County Administration Office, 33 West St., Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt; Administrator Wozmak; Farm Manager David Putnam; Project Manager Nguyen

Chairman Pratt opened the meeting at 4:05 PM.

The Commissioners reviewed a written report from the Cheshire County Farm Lease Evaluation Panel dated April 22, 2011, which detailed the evaluation process of the proposals to lease the land and facilities associated with the county farm. This document also provided details regarding the full list of the eight (8) panel members, the scoring mechanism used to evaluate the five (5) proposals received by the county, and ultimately the panel's recommendation to the Commissioners.

Farm Manager David Putnam provided a verbal report to the Commissioners to summarize the process and the recommendation by the panel. It was discussed that all five (5) written submissions were scored anonymously by each panel member, and that the three (3) highest scoring applicants were interviewed on Friday, April 22, 2011. Putnam advised that these applicants included Crescent Farm, Bo-Riggs Cattle Co., and the New Hampshire Institute of Agriculture and Forestry. Putnam further explained that these applicants were then re-scored using the same set of criteria, based upon the interviews. It was discussed that the interviews were conducted to obtain clarifying details about each applicants' respective proposals, and to learn more specifics regarding their farm management practices and expectations.

The Commissioners reflected on the written report, and asked about the difference in average scores between the first round of scoring and then the second round. It was pointed out that Bo-Riggs Cattle Co. improved their scores greatly after the second and final interview. It was discussed that the final scores represented the unanimous recommendation of the panel, and that the recommendation was based upon Bo-Riggs' clear understanding of the county's expectations regarding farm management practices and 'public value'. In addition, Bo-Riggs' plan for staffing the farm was noted as the strongest in terms of labor capacity among the applicants who were interviewed. Lastly, it was noted that Bo-Riggs proposal did appear the strongest out of the three in terms of financial capacity and value.

**Commissioner Zerba moved to accept the recommendation of the Cheshire County Farm Lease Evaluation Panel to:**

- 1) Lease the county farm land and buildings (minus the Sheep Barn and farm houses) to BoRiggs for an initial period of 5 years at a monthly rental amount of \$1,250;**
- 2) Lease the two farmhouses to the existing (farm employee) occupants for a monthly rent of \$600.00 per month for the next 12 months whereupon the amount of the rent can be adjusted if warranted by market conditions or a change in tenancy;**
- 3) Lease the Sheep Barn to the current farm hand for a monthly rent of \$100/month for the next 12 months, whereupon the amount of the rent can be adjusted if warranted by market conditions or a change in tenancy;**

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- 4) **Authorize the County Administrator to negotiate the lease language with the lessee and execute any and all necessary documents.**

**The Motion was seconded by Commissioner Patt, and voted unanimously.**

For the remainder of the meeting, the Commissioners and County Administrator Wozmak discussed the court house project.

There being no further business, Commissioner Pratt adjourned the meeting at 5:59 PM.

Minutes approved at the meeting of May 4<sup>th</sup>.                      Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 27, 2011 9:30 AM**  
**Maplewood Nursing Home, 201 River Rd., Westmoreland, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt; Finance Director Trombly; Nursing Home Administrator Kindopp; Facilities Manager Barry King; Project Manager Nguyen; Westmoreland Selectman June Hammond; Gary Hudson

Chairman Pratt opened the meeting at 9:30 AM.

The Commissioners welcomed both Selectman June Hammond and Gary Hudson from Westmoreland Public Works department to the meeting. Hammond reported that at the property of 233 River Rd., commonly known as the Assistant Herdsman's House, there is water which is pooling into the road and creating a hazard, especially when it is cold enough to become ice. It was discussed that the source of the water was not immediately discernable, but that it could be from a leak, clogged drain, or a natural spring. Hudson reported that the water appears to be coming from directly underneath or otherwise very close to the residential house on County property. Hammond and Hudson reported that they were not familiar with the appropriate party to speak to regarding the problem. The facilities department was contacted to request the presence of Facilities Manager King to the meeting.

Nursing Home Administrator Kindopp reported that the Maplewood Nursing Home census is 133 total, with 0 in the hospital, and 9 on hospice care. There are 7 private-pay, 3 residents on Medicare, 91 on Medicaid, 30 with Medicaid pending, and 2 with known Medicaid penalties.

Kindopp requested authorization from the Commissioners to fill two (2) positions. Kindopp advised that a full-time Admissions Coordinator was needed as soon as possible and that this was a critical role in regards to new admissions to the nursing home. It was noted that this position was vacant due to a voluntary termination. **Commissioner Zerba moved to authorize the Human Resources Manager to proceed with the hiring process for a full-time Admissions Coordinator at Maplewood Nursing Home, seconded by Commissioner Patt, voted unanimously.**

Kindopp advised that a part-time, 20 hours per week, Dietary Aide position was vacant and requested authorization to fill the position. It was discussed that inmates from the House of Correction were previously used to fill these positions at the nursing home, however, Kindopp and Human Resources Manager Hurley reported that since filling these positions with staff, quality of work and productivity has improved greatly, along with employee morale within the department. It was noted that staff are more responsible and able to be held accountable for their roles and responsibilities. **Commissioner Zerba moved to authorize the Human Resources Manager to proceed with the hiring process for a part-time Dietary Aide at Maplewood Nursing Home, seconded by Commissioner Patt, voted unanimously.**

Facilities Manager King arrived at the meeting, and discussed the water issue with Hammond and Hudson. Action steps were discussed among the parties and King reported that he would attempt to diagnose the issue and follow up as he learned more information. It was discussed that until the source of the water could be determined, it was remained unclear whether this was a County issue, or a Town of Westmoreland issue, or both.

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King advised the Commissioners that maintenance on the two (2) boilers at Maplewood Nursing Home was being conducted in preparation for an upcoming annual inspection by the State.

Project Manager Nguyen reported that the jail census was 166 total, with 146 inmates in-house (118 males, 28 females), 7 being held at other institutions, 10 on electronic monitoring and 3 serving weekend sentences. There are a total of 30 inmates being held at the jail from other jurisdictions, including 3 NH state prisoners (all male), 22 federal inmates (18 males, 4 females; 20 from VT, 2 from NH), and 5 from Rockingham County (all 5 are female). There are a total of 46 male beds and 38 female beds available in the facility.

Nguyen reported that the census at Alternative Sentencing/Mental Health Court program is 36 overall, with 6 in Alternative Sentencing and 30 in the Mental Health Court. Between the two programs, 21 are pretrial, and 15 are post-adjudicated. Since last week, there has been 1 admission and 1 completion in MHC.

Nguyen reported that Program Director Michael Potter provided information regarding the census decrease in ASP/MHC over the past month or so. It was reported that ASP/MHC typically experiences a decrease in the early Fall and early Spring on an annual basis. In addition, it was reported that referral sources such as the Keene District Court Judge, prosecutors, and defense attorneys were well-aware of the budget decrease, and that this has resulted in a more careful selection of prospective clients who are referred to the program. Lastly, ASP/MHC reported that it is typical for new referrals and completions to be sporadic throughout the year, and that on occasion, multiple clients will be completed during the same period of time.

Human Resources Manager Wendy Hurley reported that the employee census is 460 total, with 3 voluntary terminations and 1 involuntary termination, all within the MNH Nursing Department. There were no new hires over the past week. Hurley reported that there are 19 openings throughout the County, including 18 within MNH, and 1 at the House of Correction (FT Medical Services Coordinator).

The Commissioners inquired about the staffing pattern at Maplewood Nursing Home when the total resident census is decreased. Hurley advised that staffing is routinely adjusted to directly correspond with the level of care needed among residents, and that it is typical for staffing to decrease when resident census numbers are also lower.

Hurley requested authorization from the Commissioners to hire a per-diem LPN for the House of Correction, at a rate higher than the base rate due to nine (9) years experience. The Commissioners noted that the recommended rate was higher than the median but still below the maximum rate outlined for the position, and discussed the experience of the potential new hire. **Commissioner Zerba moved to accept the recommendation of the Human Resources Manager that M.K. be hired as a per-diem employee at the House of Correction at a rate of \$22.10, based upon her qualifications and years of experience, to be effective at the discretion of the department manager, seconded by Patt. Voted unanimously.**

The Commissioners, Finance Director Trombly, and Nguyen briefly discussed the next steps

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regarding the court house project. Nguyen advised that he would communicate with County Administrator Wozmak regarding the projected timeline and immediate tasks to be completed regarding the development of a formal agreement with the City of Keene and the Monadnock Development Economic Corporation (MEDC).

The transition of the farm operation to the new lessee Bo-Riggs Cattle Co. was discussed. The Commissioners reviewed a draft of the formal lease agreement with Bo-Riggs Cattle Co. and advised Nguyen to continue to develop a finalized agreement with Wozmak, Trombly, and Bo-Riggs in preparation for an anticipated start date of May 4, 2011.

The Commissioners and Trombly discussed the development of a fund balance policy to better protect the County against financial risk and to ensure that cash flow would be sufficient if circumstances outside of the County's control impacted revenue inflows. Examples were provided, and included circumstances such as Medicaid penalties, litigation, or municipalities being late on payments. It was discussed that there no known issues at this time to warrant immediate action, however, this policy would be developed as a proactive measure to better protect the interests of the County. Commissioner Patt and Trombly agreed to proceed with the development of a fund balance policy.

**MANIFEST: Commissioner Patt moved to approve the manifest, seconded by Commissioner Zerba, voted unanimously.**

**MINUTES: Commissioner Zerba moved to accept the minutes of April 20, 2011, seconded by Commissioner Patt, voted unanimously.**

The Commissioners reviewed the calendar as follows:

Wednesday, May 4

10:30 AM – 1:30 PM, Maplewood Nursing Home – Staff Appreciation Meal in honor of National Nursing Home week (concurrent with Commissioners Meeting and Farm Auction)  
Maplewood Nursing Home – Dinner event

King returned to the meeting and advised that a preliminary water test was performed on the excess water by the Assistant Herdsman's House and showed a negative result for chlorine, which indicated that this source of water did not come from the County water supply since our water treated with chlorine. King advised that he would advise Hammond and Hudson regarding the results of this test.

There being no further business, Commissioner Pratt adjourned the meeting at 11:25 AM.

Minutes approved at the meeting of May 4<sup>th</sup>.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 18, 2011 9:30 AM**  
**House of Corrections, 825 Marlboro Rd., Keene, NH**

**PRESENT:** Commissioners Pratt and Patt; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Nursing Home Administrator Kindopp; HR Manager Hurley; Facilities Manager King; Project Manager Nguyen; Linda Mangones (Keene Housing Authority); Lola Grab (Keene Housing Authority); Jack Dugan (MEDC); Susan MacNeil (AIDS Services of the Monadnock Region)

Chairman Pratt opened the meeting at 9:42 AM.

The Commissioners welcomed guests Linda Mangones and Lola Grab to the meeting. The 75-unit housing property known as Cheshire Homes located in Keene, NH was discussed. Mangones explained that this property is in need of redevelopment, and that assessments have shown that demolition and rebuilding to be more cost-effective than the extensive repairs that would be required. Mangones advised that after redevelopment, the property will be known as "Brookbend". Additionally, the property will undergo two (2) stages of redevelopment, known as Brookbend West and Brookbend East.

Mangones advised that the City of Keene has been awarded funds for Brookbend West, in the amount of \$500,000, the maximum amount allowable under the Community Development Block Grant (CDBG) per year. Mangones requested authorization to present to the County Delegation the opportunity to apply for a CDBG under the housing and public facilities section in the amount of \$500,000 for Brookbend East. After further discussion, **Commissioner Patt moved to authorize the Keene Housing Authority to advance the Community Development Block Grant opportunity for Brookbend East to the Delegation, seconded by Commissioner Pratt. The motion passed 2-0, with 1 absent (Zerba).**

At 10:00 AM, Commissioner Pratt called to order a public hearing regarding the Lane Hotel, a project which was funded by a CDBG. Jack Dugan was welcomed to the meeting, and together with Mangones and Grab, provided information regarding the project for review. Mangones advised that that the project had met its employment commitments and that it was a goal to close the project as quickly as possible to allow the hotel to proceed to purchase the property, as required by the terms of MEDC's financing. No individuals from the general public were present, and as a result, no further questions were addressed. The Commissioners noted that they had previously authorized the County Administrator to sign and execute any and all documents related to this project.

Grant Support Specialist advised that the NH Dept of Justice Residential Substance Abuse Treatment (RSAT) grant was awarded to the County in the amount of \$15,000 with a \$5,000 cash match from the County. The grant will provide funding for a part-time (16 hours/week) Licensed Alcohol and other Drug Counselor (LADC) at the CCHOC for 1 year. Desrosiers advised that grant expenditures may begin as soon as May 25, and that she is aware that the CCHOC is proceeding with the hiring process in conjunction with the Human Resources department.

**Nonpublic session – At 10:14 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that**

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**employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Patt and Pratt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to accept the recommendation of the Director of Nursing to terminate the employment of S.L. as of May 28, 2011. Voted 2 to 0, with 1 absent (Zerba). The Commissioners voted 2-0 with 1 absent (Zerba) to return to public session at 10:37 AM.**

Nursing Home Administrator Kindopp reported that the Maplewood Nursing Home census is 133 total, with 1 in the hospital, and 9 on hospice care. There are 11 private-pay, 2 skilled care, 92 on Medicaid, 27 with Medicaid pending, and 1 with a known Medicaid penalty. There have been 2 admissions, 0 deaths, and 1 discharges since last week at MNH.

Guest Susan MacNeil was welcomed to the meeting. MacNeil discussed an ongoing issue between AIDS Services of the Monadnock Region and the select board of the town of Gilsum, NH concerning property taxes of their facility located at 16 High St., Gilsum, NH. MacNeil advised that AIDS Services is actively pursuing a discrimination lawsuit against the Town of Gilsum based upon differential treatment regarding tax abatement filings among non-profit agencies within the town. MacNeil explained the basis of the discrimination claim to the Commissioners.

MacNeil reported that their 2008 property tax bill in the amount of \$13,664.78 is due in mid-July, and requested funds from the County to pay the 2008 property tax bill. The Commissioners reviewed previous discussions concerning financial assistance given to AIDS Services within the past few years from the Hemmingway fund, and informed MacNeil that the Board of the Commissioners would consider the circumstances outlined and take the request under advisement, to be discussed in a subsequent Commissioners' meeting before July.

Facilities Manager King discussed maintenance of an evaporator and a condensing unit at Maplewood Nursing Home, and requested a waiver of RSA 28:8 from the Commissioners regarding competitive bidding for repairs. It was noted that \$25,000 was budgeted for this item for this year. King advised that under the existing maintenance contract with Honeywell, this company has provided a quote of \$23,375.00 to fulfill the repair as needed. Upon discussion, **Commissioner Patt moved to accept the recommendation of the Facilities Manager to waive the provisions of RSA 28:8 regarding competitive bidding for an evaporator and condensing unit at Maplewood Nursing Home at a price not-to-exceed \$25,000.00 on the basis that a sole provider of the equipment was necessary due to compatibility with existing equipment, seconded by Commission Pratt. The motion passed 2-0, with 1 absent (Zerba).**

King advised the Commissioners that two (2) generators at the court house one (1) generator at the old HOC are in need of repair, and that the total repair cost is estimated to be \$6,600 based upon written quotes provided by Powers Service, the company which is currently contracted for maintenance of the generators. Upon review of the provided documents, the Commissioners requested clarification of the quotes. King advised that he would follow up with Powers Services regarding the cost of the repairs.

**MANIFEST: Commissioner Patt moved to approve the manifest, seconded by**

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**Commissioner Pratt. The motion passed 2-0, with 1 absent (Zerba).**

King advised that he would be hiring a 20 hour per week per-diem employee to fill the seasonal facilities position as budgeted. King inquired about the possibility of utilizing the same position to fulfill any maintenance duties needed in regards to the condition of the farm facilities. It was discussed that minimal repairs have been made to the farm facilities for the past 15+ years, and that multiple structural issues were noted by the new lessee of the farm upon an initial walkthrough, confirmed by King. The Commissioners requested a detail worksheet regarding the repairs needed, estimated cost, and estimated labor needs for the purposes of developing requests for proposals (RFPs) for any major repairs. King and Finance Director Trombly advised that more information will be provided. The Commissioners advised that any expenses associated with repairs to the farm facilities, including labor costs, should be drawn from the farm budget or capital reserve funds, and not the facilities department.

**Nonpublic session – At 11:08 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Patt moved to go into nonpublic session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that person having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Patt and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners voted 2-0 with 1 absent (Zerba) to return to public session at 11:10 AM.**

Human Resources Manager Wendy Hurley reported that the employee census is 454. Over the past week, there have been 2 voluntary terminations (MNH Nursing Dept, ASP/MHC) and 1 retirement (Sheriffs Dept). There were 3 new hires, all at MNH (OT, LPN, LNA). Hurley reported that there are 17 openings throughout the County, including 15 within MNH (1 PT, 12 LNAs, 1 P/T receptionist, 1 OT), 1 at the House of Correction (F/T Medical Services Coordinator), and 1 at ASP/MHC (Clinical Case Manager).

The Commissioners reviewed a draft of a letter addressed to area municipalities regarding the budget, and discussed the pending topic of Fire Mutual Aid in advance of the next delegation meeting, scheduled for July 11.

Superintendent Van Wickler reported that the jail census was 168 total, with 147 inmates in-house (121 males, 26 females), 6 being held at other institutions (5 at NH State Prison, 1 at SPU), 11 on electronic monitoring and 4 serving weekend sentences. There is 1 inmate on work release. There are a total of 27 inmates being held at the jail from other jurisdictions, including 3 NH state prisoners (all male), 19 federal inmates (14 males, 5 females; 17 from VT, 2 from NH), and 4 from Rockingham County (all 4 are female). There is also 1 inmate being held from Sullivan County DOC. There are a total of 43 male beds and 40 female beds available in the facility.

Van Wickler advised that five inmates will soon be received from Sullivan County DOC as a courtesy while Sullivan County DOC goes through maintenance of certain units at their facility. Van Wickler advised that these inmates will be held by the CCHOC for two weeks.

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Van Wickler advised that eight officers were recently certified by the NH Police Standards & Training Council based upon experience and training. Van Wickler advised that a vast majority of the training was provided at the CCHOC, which was offered in lieu of a five week training offered at the NH Academy in Concord. Van Wickler explained that this model represented a significant cost savings compared to the traditional training and certification program in that, typically, officers would be required to leave for training for five weeks and the staffing would have to be backfilled to maintaining staffing levels at CCHOC. In addition, traditionally, only three officers would be able to be sent at one time, also due to staffing capacity. There was also no mileage reimbursement required. Van Wickler advised that in this newly implemented model, the CCHOC would expend \$500 on tuition for each officer.

Project Manager Nguyen reported that the census at Alternative Sentencing/Mental Health Court program is 37 overall, with 5 in Alternative Sentencing and 32 in the Mental Health Court. Between the two programs, 23 are pretrial, and 14 are post-adjudicated. Since last week, there has been 1 admission in MHC.

Trombly advised that in regards to the Medicaid penalty appeal hearing on May 4, the NH Dept of Health and Human Services ruled to grant the hardship waiver of the resident and shall provide Medicaid reimbursement for care provided at Maplewood Nursing Home. Trombly advised that the exact date which will be used to begin retroactive payment was unclear within the ruling, and that she would seek clarification.

**MINUTES: Commissioner Patt moved to accept the minutes of May 4, 2011, seconded by Commissioner Pratt. The motion passed 2-0, with 1 absent (Zerba).**

The Commissioners reviewed the calendar as follows:

Monday, May 23<sup>rd</sup>. 3 PM – 5 PM, County Administration Office – Farm Committee of the Delegation

Monday, July 11<sup>th</sup>. Time TBD, Location TBD – Delegation Meeting

There being no further business, Commissioner Pratt adjourned the meeting at 11:47 AM.

Minutes approved at the meeting of May 25<sup>th</sup>. Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 8, 2011 9:30 AM**  
**House of Corrections, 825 Marlboro Rd., Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt, Finance Director Trombly, Director of Programs Colby, Reentry Case Manager Doug Iosue, Nursing Home Administrator Kindopp, Human Resources Manager Hurley, Project Manager Nguyen, Westmoreland Selectman Hammond

Chairman Pratt opened the meeting at 9:33 AM.

Nursing Home Administrator Kindopp reported that the Maplewood Nursing Home census is 134 total, with 1 in the hospital, and 9 on hospice care. There are 10 private-pay, 90 on Medicaid, 28 with Medicaid pending, and 2 with known Medicaid penalties. There have been 2 admissions, 0 deaths, and 3 discharges to homes since last week.

Kindopp advised that there have been thefts reported over the past week, including theft from an unlocked staff vehicle and 3 motorized scooters from the locked storage unit. Kindopp advised that the thefts are being investigated by the Sheriff's Department.

Human Resources Manager Hurley reported that the total number of County employees is 451 total. Over the past week, there have been 2 voluntary terminations (DOC, Farm) and 1 involuntary termination (DOC) and 1 new hire (DOC part-time LADC case manager funded by NH DOJ RSAT grant). Hurley reported that there are 16 openings throughout the County, including 11 within MNH (1 PT, 7 LNAs, 1 P/T receptionist, 2 dietary aides), 4 at DOC (Correctional Officers), and 1 at ASP/MHC (Clinical Case Manager).

Reentry Case Manager Iosue reported that the jail census was 190 total, with 172 inmates in-house (142 males, 30 females), 4 being held at other institutions (3 at NH State Prison, 1 at SPU), 9 on electronic monitoring and 5 serving weekend sentences. There are 3 inmates on work release. There are a total of 35 inmates being held at the jail from other jurisdictions, including 3 NH state prisoners (all male), 17 federal inmates (13 males, 4 females; 15 from VT, 2 from NH), and 9 from Rockingham County (all are female). There are also 6 inmates being held from Sullivan County DOC. There are a total of 22 male beds and 36 female beds available in the facility.

Finance Director Trombly provided a report of actual revenue regarding the HOC in comparison to projected revenues contained within the budget, within the period of Jan 1, 2011 to April 30, 2011. Trombly advised that \$265,000 was received from holds of federal inmates with 65% of projected revenues remaining, \$8,000 was received from holds of Rockingham County inmates with 88% of projected revenues remaining, and \$14,500 was received for transports of federal inmates.

Project Manager Nguyen reported that the census at Alternative Sentencing/Mental Health Court program is 33 overall, with 4 in Alternative Sentencing and 29 in the Mental Health Court. Between the two programs, 21 are pretrial, and 12 are post-adjudicated. Since last week, there has been 1 successful completion and 1 discharge due to non-compliance in MHC.

Nguyen advised the Commissioners that Administrator Wozmak responded to the April 22, 2011 letter from City of Keene Code Enforcement regarding the Latchis Theater property on Lampson St. It was noted that the response included notification that a discussion will be held with the County delegation at the upcoming meeting on July 11.

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Finance Director Trombly advised that a farm repair list is being finalized with Facilities Manager King. The Commissioners discussed details regarding the use of funds within the budget in relation to the farm department and capital reserve fund to finance repairs of the farm facilities.

At 10:04 AM, the Commissioners began the inspection of the CCHOC.

Director of Programs Colby reported to the Commissioners regarding inmate programs at the HOC. Colby advised that over 140 volunteers are scheduled on a regular basis to offer numerous programs including, but not limited to, Alcoholics Anonymous, Bible study, G.E.D. tutoring, anger management, employment opportunities workshop, Alternatives to Violence workshops, and domestic violence support group for women. In addition, Colby advised that HOC staff facilitates programs including substance abuse, start recovery, trauma and recovery group for women, Cognitive Self-Change, and citizenship 101.

Colby advised that since the opening of the new facility a greater number of programs are available to the inmate population, primarily due to the increased number of rooms available to be booked simultaneously and the overall increase of space. It was advised that programs occur from 9am – 9pm. Colby also noted that the total number of volunteers have increased due to the central location of the jail in Keene.

Colby advised that work details of sentenced inmates for area municipalities have continued, specifically noting inmate labor has been provided to Nelson, the YMCA, and the Cheshire Fairgrounds.

The Commissioners inquired about the process of which inmates learn about available programs and requested additional information regarding attendance of inmates at each program overseen by the Director of Programs. In addition, the Commissioners advised that feedback from the inmates regarding the most beneficial programs in regards to teaching and supporting pro-social behaviors would be helpful. Colby advised that he would provide a supplemental report at the July 13 Commissioners Meeting.

Iosue provided a report regarding reentry case management services at the HOC. In 2010, 364 inmates were provided reentry services, including full assessment and release/reentry plans for 295 inmates, and 69 brief/focused interventions. Iosue noted 2,450 follow-up sessions, and 1,354 collateral contacts (contact with inmates' families, friends, therapists, and others in the community) during the same period of time.

Iosue noted partnerships and community involvement from various agencies within the area, including River Valley Community College, Keene State College, Antioch University, Keene Community Education, Fitz-Vogt, and the Cheshire Medical Center (Vision 2020).

Iosue discussed efforts to measure recidivism rates of CCHOC inmates and provided a preliminary report. It was noted that typical recidivism rates throughout the nation are approximately 40% within 3 years (rearrest and reincarceration 3 years after release from custody), and that local data

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appears to be consistent upon initial review. Limitations regarding access to criminal records and a lack of a mechanism to follow-up with the total inmate population post-release were discussed. Iosue advised that a method to measure recidivism rates within the County was developed by a subcommittee of the Offender Rehabilitation Support Team (OREST) and has been accepted by Vision 2020 as an indicator for community health. Iosue was scheduled for a follow up report regarding recidivism at the August 10 Commissioners meeting.

**MANIFEST: Commissioner Patt moved to approve the manifest, seconded by Commissioner Zerba, passed unanimously.**

Hurley presented a rate change request for M.M. as a new hire for per-diem staff at MNH and provided the Commissioners with written documentation of the hiring recommendation. Upon discussion, **Commissioner Patt moved to accept the recommendation of the Human Resources Manager that M.M. be hired as a per-diem employee at Maplewood Nursing Home at a rate of \$20.02 per hour, based upon her qualifications and years of experience, to be effective at the discretion of the department manager, seconded by Commissioner Zerba. Voted unanimously.**

The Commissioners relocated to one-half of the event room, which was divided into two separate spaces while a program was being facilitated in the other half. A female inmate from Rockingham County was interviewed. She noted that she felt that the correctional officers treated her with respect while maintaining appropriate authority, and that this was beneficial in terms of her rehabilitation and reentry into the community. The inmate discussed that she spent a significant amount of time in the facility reading literature, and the use of the library was discussed. The Commissioners discussed that books and reading materials may be donated from the public at any time for use for all inmates by contacting the Director of Programs, who may be reached by calling the main phone number at (603)903-1600. Appropriate materials may include literature from citizens, businesses, libraries or other organizations, and will be fully inspected and processed upon receipt.

At 11:45 AM, Commissioner Patt was excused due to a prior engagement.

A female inmate being held in custody pretrial for a probation violation was interviewed. Her medical and psychiatric care was discussed.

The Commissioners entered the dining room. The Food Services Director Don Nason was interviewed. The use of inmate labor in the kitchen was discussed. Nason reported that inmates are typically productive during these shifts, with very few issues.

Case Manager Jennifer Vanderbilt was interviewed. Vanderbilt discussed that based on her experience in residential treatment programs in the community, the inmate population was in general more harmfully involved in using alcohol and/or substances in comparison to individuals she has encountered who have sought treatment. Vanderbilt discussed that the substance abuse and the start recovery programs which she helps to facilitate are very well attended by inmates.

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The Commissioners returned to the event room. A male inmate being held on a pretrial basis for the federal court system was interviewed. He reported that he felt that the programs were beneficial to him in regards to rehabilitation, and that he would take advantage of more programs if they were made available. He reported that his dietary needs were being met satisfactorily.

Sgt. Krupp was interviewed. Krupp advised that she has been employed with the County for over 2 years, and that she served as a correctional officer at the Westmoreland jail facility. Krupp advised that she believed that the direct supervision model being utilized at this facility was beneficial for several reasons, including consistent monitoring of the assigned cell block for conflicts between inmates, and establishing an appropriate rapport with the inmates. Krupp discussed possible opportunities for further training and improvements regarding staffing patterns with the Commissioners.

The Commissioners inspected the facilities area.

The Commissioners visited the area where inmates are received and classified. Inmate housing assignments for various inmates were reviewed.

The Commissioners interviewed Licensed Mental Health Counselor Barnes Peterson and inspected the Medical Services area. Peterson discussed medical services operations, including the continued use of Cheshire Medical Center staff for Physicians' Assistant calls and per-diem nurses. The increased census was discussed. It was noted that due to staffing availability and severity of mental illness and/or medical condition of some inmates, the medical services department has focused on more urgent care due to necessity. Peterson advised that the RSAT grant from NH DOJ has funded the new part-time LADC position, and that this case manager has significantly contributed to the "treatment team" within the medical services department, which includes his position, the reentry case manager, the part-time LADC, and 2 interns (who participate as a part of their Masters-level coursework at no cost to the County).

The Commissioners visited room L33 and met with Facilities Manager Beaulieu, who advised that condensation was collecting on a rooftop unit and causing moisture to enter the room. It was noted that the forecast for the day indicated that was in excess of 90 degrees. Beaulieu advised that corrective actions were being taken to address the condensation.

There being no further business, Commissioner Pratt adjourned the meeting at 2:15 PM.

Minutes approved at the meeting of June 15<sup>th</sup>.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 15, 2011 9:30 AM**  
**County Administration Office, 33 West St., Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt, Administrator Wozmak, Finance Director Trombly, Grant Support Specialist Desrosiers, County Attorney Heed, IT Director Scribner, Nursing Home Administrator Kindopp, Project Manager Nguyen

Chairman Pratt opened the meeting at 9:33 AM.

County Attorney Peter Heed, Grant Support Specialist Desrosiers, and IT Director Scribner presented the Commissioners with information regarding the Byrne Justice Assistance Grant (JAG) program. Heed advised that the JAG program presented an opportunity to implement an electronic “customer records management system” (CRM) for case processing of legal proceedings for use by all prosecutors and staff members who obtain the CRM software license. It was noted that the CRM would automate several functions related to case processing currently performed manually, such as the creation of criminal complaints, motions, and other filings. In addition, the CRM will have interoperability with other counties throughout the State of NH which will be achieved through integration with the NH J-One system. It was noted that this request for a CRM at Cheshire County is parallel to other requests being made in most or all other Counties throughout NH by their respective County Attorneys.

Heed discussed the interoperability aspect further, in that the CRM software would cross-check defendants for open or pending cases throughout NH. Heed advised that this cross-checking performed currently on a case-by-case basis due to limited staff resources and time, and that as a result, the delivery of justice is compromised due to an inability to efficiently and consistently detect a criminal “course of conduct” of some defendants who commit crimes in multiple jurisdictions.

Scribner described that the CRM was a “hosted solution” by Karpel Services. Scribner advised that there are several benefits of a hosted solution, including decreased use of County resources in terms of server space and IT support.

Heed and Desrosiers advised that the JAG program application being sought was in the amount of \$45,950 and provided the Commissioners with a detailed budget. It was explained that the total amount would fund installation, file conversion, training, and 15 user licenses (a \$5,550 customer support fee would be waived the first year). Heed and Desrosiers advised that an annual cost to maintain the software after the grant expiration was for a total amount of \$6,450 per year, subject to change, for an annual hosting fee and customer support.

The Commissioners discussed the difference of workload that the County Attorney’s office would encounter in terms of data input and case processing. In addition, the Commissioners discussed the training process for the new software, and the anticipated usage of the software among staff in the County Attorney’s office. The Commissioners sought assurance from Heed that all staff would be trained to completely use the software and that he would be the champion of the project. Heed assured the Commissioners that he would undertake all efforts to make the software transition successful. The Commissioners also inquired about the possibility of adding additional licenses as needed, if there were similar interoperability benefits that would occur between departments within the County. Scribner advised that user licenses can be added at any time for a fixed rate, in addition to related installation and training expenses.

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Heed advised that he has contacted other jurisdictions in other states who have uniformly provided positive feedback regarding their experiences with the CRM software and Karpel Services, related to improved prosecutorial functions and case management.

Upon further discussion, the Commissioners approved of this grant opportunity in the amount of \$45,950 and advised Desrosiers to proceed as appropriate.

The Commissioners discussed restructuring of the District, Probate, and Family Courts into the new Circuit Court operation scheduled to begin July 1.

Desrosiers advised the Commissioners that the County was awarded \$12,000 from the Department of Justice for the Enforcing Underage Drinking Laws (EUDL) grant.

Heed discussed staffing of the Victim Witness coordinators within the County Attorneys office. He advised the Commissioners that the department will be seeking to hire a temporary part-time employee using the remaining \$1,980 within the budget to provide coverage for a staff member who will be out on maternity leave, beginning August 1.

The County Attorneys office budget was discussed. Heed advised that in the period of Jan 1, 2011 and May 31, 2011, minimal expenditures have been made for the use of expert witnesses, and that approximately \$4,700 has been spent on extradition costs (\$1,900 over budget). There was a discussion regarding extradition and the expenses that are sometimes borne by county taxpayers for criminals brought back to this jurisdiction who are gravely ill and on whom significant medical expenses are paid and that such considerations could be much more highly scrutinized as budget pressures increase.

Nursing Home Administrator Kindopp reported that the Maplewood Nursing Home census is 135 total, with 1 in the hospital, and 9 on hospice care. There are 11 private-pay, 90 on Medicaid, 28 with Medicaid pending, and 2 with known Medicaid penalties. There have been 2 admissions, 0 deaths, and 0 discharges since last week.

The Commissioners discussed the long-term plan of Maplewood Nursing Home, including financial considerations, and advised Administrator Wozmak to prioritize a feasibility study to analyze various scenarios and sustainability of the nursing home.

Project Manager Nguyen advised that Sebago Energy Conservation has been selected to perform the Energy Efficiency and Conservation Block Grant (EECBG) funded lighting upgrade at Maplewood Nursing Home, which will largely consist of lamp and ballast retrofits for both the interior and exterior of the facility, for the anticipated amount of \$122,812.60 before utility rebates. Nguyen provided the Commissioners with a detailed scoring matrix which was used to analyze all 5 proposals for the project. Nguyen advised that the contract is anticipated to be finalized shortly.

Nguyen reported on behalf of the ASP/MHC Program Director that the census at Alternative Sentencing/Mental Health Court program is 34 overall, with 5 in Alternative Sentencing and 29 in

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the Mental Health Court. Between the two programs, 20 are pretrial, and 14 are post-adjudicated. Since last week, there has been 1 successful completion in ASP, and 1 admission, 1 successful completion, and 1 discharge due to non-compliance in MHC.

Administrator Wozmak advised that the Alternative Sentencing/Mental Health Court program is meeting expectations for budget expenditures for outside services.

Nguyen reported on behalf of the Human Resources Manager that the total number of County employees is 446 total. Over the past week, there has been 1 voluntary termination (DOC) and 4 new hires (all 4 at DOC). Nguyen reported that there are 12 openings throughout the County, including 11 within MNH (1 PT, 7 LNAs, 1 P/T receptionist, 2 dietary aides), and 1 at ASP/MHC (Clinical Case Manager).

Finance Director Trombly reported that preliminary estimates have been developed in regards to repairs of the farm facilities, which will include repair or replacement of the roof on the open barn (located behind the milking barn), siding, painting, and other various repairs. Upon discussion, **Commissioner Patt moved to authorize the Finance Director to advance a recommendation to the County Delegation to amend the 2011 budget by increasing the livestock and equipment revenue lines in the amount of \$42,935.50 and increasing the farm capital expense lines by \$42,935.50 in order to fund repairs of the farm facilities as discussed, seconded by Commissioner Zerba. Voted unanimously.**

Wozmak advised that a realtor has identified a parcel of comparable real estate (known as a “comp”) to 0 Lampson Street, where the building known as the former Latchis Theater is currently located, and that a quote and additional comps would be received soon. It was noted that a “virtual tour” of the Latchis Theater is now available on the County website, under the Current Projects page.

Wozmak advised that 2 bids were received in response to the Timber Sale Request for Proposals (RFP), and that North Country Lumber proposed a total amount of \$21,287.06 and HHP, Inc. proposed a total amount of \$30,276.78. Wozmak advised that he has reviewed the bids with County Forester Roberge (UNH Cooperative Extension). Upon discussion, **Commissioner Patt moved to accept the recommendation of the UNH Cooperative Extension County Forester to award the work to HHP, Inc. and proceed with the sale of timber on the County Farm property, seconded by Commissioner Zerba. Voted unanimously.**

Commissioner John Pratt proposed that the Board of Commissioners consider a written communication to outside agencies in preparation for the 2012 budget, and distributed a draft letter for review.

Commissioner Aaron Patt provided the Commissioners with a written draft of the Fund Balance Policy, as drafted with Finance Director Trombly, for review.

**MANIFEST: Commissioner Patt moved to approve the manifest, seconded by Commissioner Zerba, passed unanimously.**

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**MINUTES: Commissioner Patt moved to accept the minutes of June 8, 2011, as revised, seconded by Commissioner Zerba, voted unanimously.**

**Nonpublic session – At 11:45 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into nonpublic session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Pratt, Zerba, and Patt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 12:17 PM.**

There being no further business, Commissioner Pratt adjourned the meeting at 12:18 PM.

Minutes approved at the meeting of June 22<sup>nd</sup>.                      Aaron Patt, Clerk

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**House of Corrections, 825 Marlboro Rd., Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba and Patt, County Administrator Wozmak, Finance Director Trombly, Superintendent Van Wickler, Director of Inmate Programs Colby; Clinical Mental Health Clinician Peterson, Medical Services Coordinator Powers-Brann, Captain Hummel, Command Sgt. McLaughlin, Food Services Manager Don Nason (FitzVogt), Nursing Home Administrator Kindopp (via teleconference), HR Manager Hurley, Project Manager Nguyen, Linda Mangones (Keene Housing Authority), Lola Grab (Keene Housing Authority), Keith Thibault (Southwestern Community Services), Westmoreland Selectman Hammond

Chairman Pratt opened the meeting at 9:34 AM.

Nursing Home Administrator Kindopp reported that the Maplewood Nursing Home census is 139 total, with 0 in the hospital, and 8 on hospice care. There are 13 private-pay, 90 on Medicaid, 27 with Medicaid pending, and 1 with a known Medicaid penalty. There have been 5 admissions, 1 death, and 0 discharges since last week.

Commissioner Pratt asked for clarification regarding the Admissions Coordinator position and Kindopp advised that a promotion from within the staff would be monitored for 4 weeks, which will then be brought before the Commissioners for review.

Kindopp advised that the individual originally considered for the Dietary Aide position, as discussed during the previous Commissioners Meeting, was no longer available for hire. Kindopp advised that the Dietary Aide vacancy is currently being filled with overtime, due to the continuous responsibilities associated with the position, and requested permission to fill the position with a new hire at 40 hours per week. **Commissioner Zerba moved to accept the recommendation of the Nursing Home Administrator to fill a 40 hour per week Dietary Aide position in the Dietary Department, seconded by Commissioner Patt. Voted unanimously.**

At the request of the Nursing Home Administrator, the travel reimbursement policy was reviewed.

Kindopp advised that 2 cooling units in the north hallway and the medication storage rooms had failed over the past week and that Facilities Manager King was responding. Kindopp advised that actions were being taken to ensure the proper storage of medications in response to the mechanical failure. Kindopp advised that she was notified that repairs or replacements should be made within approximately 1 week.

Kindopp advised that she would be attempting to make arrangements with Superintendent Van Wickler to utilize inmate labor to repaint lines in the MNH parking lots.

Human Resources Manager Hurley reported that the total number of County employees is 457 total. Over the past week, there have been 5 terminations (3 voluntary including 1 dispatcher at CCSD, 1 per-diem LNA, and 1 dietary aide; 2 retirements in the Deeds department) and 0 new hires. Hurley reported that there are 8 openings throughout the County (3 LNAs, 1 physical therapist, 1 dietary aide, 2 in the Deeds department, and 1 dispatcher at CCSD).

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Nguyen reported on behalf of the ASP/MHC Program Director that the census at Alternative Sentencing/Mental Health Court program is 34 overall, with 6 in Alternative Sentencing and 28 in the Mental Health Court. Between the two programs, 18 are pretrial, and 16 are post-adjudicated. Since last week, there has been 1 successful completion in MHC.

Superintendent Van Wickler reported that the jail census was 176 total, with 161 inmates in-house (132 males, 29 females), 6 being held at other institutions (3 at NH State Prison, 1 at Merrimack, 1 in Rhode Island, and 1 at the Secure Psychiatric Unit), 6 on electronic monitoring and 3 serving weekend sentences. There is 1 inmate on work release. There are a total of 34 inmates being held at the jail from other jurisdictions, including 1 NH state prisoner (male), 25 federal inmates (22 males, 3 females; 23 from VT, 2 from NH), and 7 from Rockingham County (all are female). There are a total of 56 male beds and 13 female beds available in the facility.

Commissioner Pratt inquired regarding the interest, if any, to house NH State Prison inmates for a contracted rate. Van Wickler advised that the opportunity cost of housing State Prison inmates, who would likely provide a lesser rate than Federal inmates, was likely to be significant and therefore there was little to no interest.

Commissioner Patt inquired about housing VT State Prison inmates as a part of a contingency plan for the State of VT. Van Wickler advised that, by law, VT State Prisoners were required to be held in custody at an institution certified by the National Commission on Correctional Healthcare, and that the CCHOC was not certified. Van Wickler discussed that there was a significant cost associated with becoming certified, including but not limited to a \$1,700 inspection and an annual fee. Van Wickler reminded the Commissioners that the expense was a part of his budget request which was cut out during this year.

Inmate transports and the use of per-diem staff was discussed. Van Wickler and Transport Liason Officer McLaughlin advised that the total per-diem staff of approximately 16 officers, including 2 female officers, provided sufficient capacity for the number of transports typically handled. It was discussed that currently, per-diem officers are used exclusively for Federal inmates and that 1 per-diem and 1 CCHOC correctional officer is utilized per transport for Federal inmates (2 officers are required for the transport of Federal inmates as specified by contract). It was noted that unlike Federal inmates, only 1 officer is required for transport of County inmates and Van Wickler advised that use of per-diem staff could possibly expand to County inmates, as relationships with each per-diem staff is further developed to better ensure that CCHOC policy would be followed.

Van Wickler advised that 2 correctional officers have been served with subpoenas regarding the transportation of a federal inmate and that overtime would be utilized to backfill their positions in their absence. It was advised that the federal reimbursement for court appearances was minimal.

Commissioner Pratt opened a public hearing at 10:12 AM. Commissioner Pratt stated the purpose of the hearing was to explain and discuss the proposed Community Development Block Grant application for Brookbend East.

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Commissioner Pratt recognized Linda Mangones, CDBG Grant Administrator. Mangones explained that for technical reasons, it was necessary to hold this meeting as three separate public hearings: one for the Housing and Community Development Plan, one for the Anti-Displacement and Relocation Plan, and the other for the proposed project.

Mangones then presented an overview of the CDBG program. The County can apply for up to \$500,000 for housing and public facilities projects each year, and up to \$500,000 for economic development grants. All projects must meet the state goal of having primary benefit for low and moderate-income persons. The program is administered in the state by the NH Community Development Finance Authority. Applications for housing and public facilities grants are due on the last Monday in January and July of each year. Applications for Economic Development are accepted throughout the year. Funding is available for Feasibility studies in the amount of \$12,000 grants with applications due in April and October.

Mangones explained that the proposed application was for Brookbend East. The property has been owned and operated as affordable rental housing since 1971 by Cheshire Homes. A handout outlining the proposed project was available.

Mangones asked Keith Thibault to further explain the proposal. Thibault is handling the development from Southwestern Community Services and is also the President of Cheshire Homes. Cheshire Homes has considered various scenarios over the past few years that would upgrade and preserve the housing. The current design and physical condition has major deficiencies and deferred maintenance. Cheshire Homes has decided they do not have the capacity or the resources necessary to pursue a comprehensive redevelopment plan. Cheshire Homes has entered into an agreement that will donate the property to an affiliated organization of Keene Housing Authority (KHA) who will undertake the development through a joint arrangement with Southwestern Community Services, Inc. (SCS).

Thibault advised that a recent review of the physical conditions of the property by the project architect and others has confirmed that the existing buildings have significant deficiencies and cannot be brought into compliance with current building, energy, and life safety codes. The existing buildings are not handicap accessible, nor are there any handicap living units. The project is not suitable or cost effective for rehabilitation. The buildings will be demolished and replaced on a 1:1 basis with new townhouse style units that will also include a complete reconfiguration of the site for improved circulation, better unit access, and increased parking.

The redevelopment plan will allow the project to continue to meet the long-term affordability needs of the current tenants and other low-income families that the project has been serving since 1971.

The demolition and redevelopment will be done in two phases over the next three years. Phase I, Brookbend West will involve demolition and replacement of 35-units and Phase II, Brookbend East will involve demolition and replacement of 40-units. In January, 2011, the City of Keene submitted a successful CDBG application \$500,000 for Brookbend West. These funds were awarded. The application proposed for submission from the County is for \$500,000 for the second phase, Brookbend East.

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Mangones offered to follow up at subsequent Commissioners Meetings to discuss this project or other CDBG projects at the Commissioners request.

Commissioner Pratt opened the meeting to the public for questions, and there being none, the meeting was closed at 10:22 AM.

At 10:22 AM, Commissioner Pratt opened a public hearing regarding the Housing and Community Development plan. Mangones reviewed the County's Housing and Community Development Plan and went over some of the priorities in the plan. Copies of the HCD were available. The proposed project is consistent with the plan. Mangones advised that the plan needed to be updated to include the 2010 census information.

Commissioner Pratt opened the meeting to the public for questions, and there being none, the meeting was closed at 10:24 AM.

At 10:24 AM, Commissioner Pratt opened a public hearing regarding the Residential Anti-Displacement plan. Mangones reviewed the County's Residential Anti-Displacement and Relocation Assistance Plan. The County has pledged in both this plan and the HCD plan to minimize displacement of households. If a project results in permanent or temporary displacement of residents, the County or Subrecipient must assist the affected residents in accordance with the requirements of the plan. Copies of the plan were available.

This project does have temporary relocation as buildings are demolished and rebuilt. All such temporary relocation will occur on-site, taking advantage of existing vacancies. For this reason, construction is staged. The project may have some permanent displacement if the four families who are over income move from the site. If this occurs, the owner will provide all relocation assistance and benefits required by the CDBG program and other sources of funding.

Commissioner Pratt opened the meeting to the public for questions, and there being none, the meeting was closed at 10:32 AM.

The Commissioners discussed that both the Housing and Community Development plan and the Residential Anti-Displacement plan have been adopted several times in the past by the Board of Commissioners, and that reaffirmation and re adoption of the plans most often include appropriate updates.

Upon further discussion, **Commissioner Zerba moved to approve and support the County's grant application to the New Hampshire Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds to be used by Cheshire Homes for the project known as Brookbend East, for the preservation of permanently affordable apartments in Keene; that the Commissioners reaffirm the Housing and Community Development Plan and adopt the Displacement and Relocation Plan; that the County will accept the grant if it is approved and enter into a contract with the Community Development Finance Authority; and, further, that the Chairman of the Commissioners**

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and/or the County Administrator is authorized to execute any documents which may be necessary for the project, including the release or subordination of any CDBG mortgages. Commissioner Patt seconded the motion. Voted unanimously.

**Nonpublic session – At 10:34 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into nonpublic session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Pratt, Zerba, and Patt. As a result of deliberations in nonpublic session, a decision was reached and a vote taken to accept the recommendation of the Register of Deeds to appoint M.C. as the Deputy Register of Deeds due to vacancies caused by retirement, effective at the discretion of the Register at the entry level of pay at the appropriate pay grade. Voted unanimously. The Commissioners unanimously voted to return to public session at 10:56 AM.**

Register of Deeds Hubal requested authorization to fill the Office Clerk position at 40-hours per week. Upon discussion, **Commissioner Patt moved to accept the recommendation of the Register of Deeds to fill a 40 hour per week Office Clerk position in the Registry of Deeds, effective at the discretion of the Register, seconded by Commissioner Zerba. Voted unanimously.**

Hubal advised the Commissioners that the aperture scanner will be exchanged for a book scanner, which will result in a savings of approximately \$150 per month within the department for the next 6 months (\$500 per month reduced from \$650 per month). Hubal advised that there is a need for an additional work table in the Registry, which she will attempt to locate and purchase with the funds offset by the savings obtained by the exchanged equipment.

Van Wickler introduced Molly Powers-Brann, the new Medical Services Coordinator, to the Commissioners. It was noted that Powers-Brann holds certification from the National Commission on Correctional Healthcare and would be an asset when/if the CCHOC applies for certification. Mental Health Clinician Peterson advised that the delivery of medical care at the facility has dramatically improved, most notably in terms of timeliness, due to the responsibilities now being fulfilled by Powers-Brann. Medical care and treatment of inmates, including the expanded use of electronic records with connectivity to other healthcare institutions to provide a better continuity of care, was further discussed by the Commissioners.

Peterson discussed the programs facilitated by the part-time (19 hours per week) Licensed Drug and Alcohol Counselor (LADC). Peterson advised that these programs and groups are among the most widely attended among inmates throughout the jail, including 42 requests made by inmates within the first 2 months of the program. Peterson advised that the demand for the programs from inmates who present with substance abuse or dependency issues is exceeding the current capacity to deliver the programs. Peterson noted that this is consistent with his caseload he is currently experiencing for inmates who present with mental health issues, and advised that there are currently 103 inmates who are actively involved at some level with mental health services.

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Peterson provided the Commissioners with a written summary including the following information:

**2010 Calendar Year**

- 65% of the total inmate population received mental health services
- Of the 329 inmates who received a mental health assessment:
  - 1 inmate required transfer to the Secure Psychiatric Unit
  - 1 inmates required transfer to New Hampshire Hospital
  - 70% (230) required active mental health services (sessions every 1-2 weeks)
  - 30% (99) required maintenance MH services (sessions on an as needed basis)
  - 68% (224) received psychoactive medication
  - 54% (179) met criteria for co-occurring disorders (Axis I diagnosis co-occurring with alcohol and/or drug abuse or dependence)
  - 76% (251) met criteria for alcohol and/or drug abuse or dependence
  - 31% (101) met criteria for alcohol abuse or dependence
  - 60% (198) met criteria for drug abuse or dependence
  - 30% (100) met criteria for opiate abuse or dependence
  - 61% (201) met criteria for a personality disorder (Antisocial 137; Borderline 39; PD NOS 11; Narcissistic 8; Paranoid 6)
  - 6% (20) were assessed to be at high risk to attempt suicide
  - 6% (21) were assessed to be at high risk to be violent
  - 21% (68) were women
  - 6% (21) were federal inmates
- Inmates per age group who received a mental health assessment:
  - 17-19 8% (25)
  - 20-29 50% (163)
  - 30-39 22% (73)
  - 40-49 15% (51)
  - 50-59 4% (14)
  - 60+ 1% (3)

**Between the calendar years 2001-2010:**

- An average of 65% of the inmate population received mental health services annually.
- Of the 2356 inmates who received a mental health assessment:
  - 9 inmates required transfer to the Secure Psychiatric Unit
  - 14 inmates required transfer to New Hampshire Hospital
  - 69% (1629) required active mental health services (sessions every 1-2 weeks)
  - 31% (727) required maintenance MH services (sessions on an as needed basis)
  - 51% (1197) received psychoactive medication
  - 47% (1096) met criteria for co-occurring disorders (Axis I diagnosis co-occurring with alcohol and/or drug abuse or dependence)
  - 75% (1776) met criteria for alcohol and/or drug abuse or dependence
  - 44% (1042) met criteria for alcohol abuse or dependence
  - 56% (1308) met criteria for drug abuse or dependence
  - 30% (100) met criteria for opiate abuse or dependence in 2010

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- 50% (1176) met criteria for a personality disorder (primarily Antisocial, Borderline, Paranoid, and Narcissistic Personality Disorders)
- 15% (342) were assessed to be at high risk to attempt suicide
- 16% (386) were assessed to be at high risk to be violent
- 20% (462) were women
- 5% (110) were federal inmates
- **Inmates per age group who received a mental health assessment:**
  - 17-19    13% (295)
  - 20-29    42% (981)
  - 30-39    23% (549)
  - 40-49    15% (358)
  - 50-59    5% (129)
  - 60+      2% (44)

Director of Inmate Programs Colby provided the Commissioners with a written packet containing letters from inmate program volunteers, a daily program schedule, a list of inmate programs, a comparison program inmate attendance between 2002 and 2011, various program statistics, and the results of inmate survey regarding programs. Colby discussed the increased ability to conduct programs at the jail at its new site in Keene, in comparison to the facility in Westmoreland, resulting in a more than 30% increase in programs with additional involvement from community agencies (Keene State College, Keene Community Education, Monadnock Center for Violence Prevention, UNH Cooperative Extension) and 5 additional area churches. Colby also reported that since relocating to Keene, the number of volunteers has increased by over one-third.

The Commissioners discussed inmate programs, in particular as it related to enhancing motivation to take advantage of programs from the perspective of inmates. In addition, the physical characteristics of the new jail facility and inmate cells were discussed.

Commissioner Pratt advised HOC staff to consider the average length of stay as it compared to the ideal length of participation in existing inmate programs. Commissioner Pratt further advised HOC staff to consider promoting incentives or disincentives for participation in inmate programs to enhance inmate rehabilitation.

Van Wickler commended the staff of the HOC, noting that the staff was fully responsible for the progress and the success of the department.

Colby noted to the Commissioners that inmate labor is available to area municipalities, and that municipalities may directly contact him for further information and to make proper arrangements.

**MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Patt, passed unanimously.**

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Wozmak discussed the ongoing Fire Mutual Aid matter regarding the financing structure, and recommended extending an agreement with Fire Mutual Aid to share costs regarding any legal counsel to clarify technical issues, as may be needed. The Commissioners expressed support for the recommendation and advised Wozmak to proceed as appropriate.

There being no further business, Commissioner Pratt adjourned the meeting at 12:21 PM.

Minutes approved at the meeting of July 20<sup>th</sup>.                      Aaron Patt, Clerk

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**County Administration Office, 33 West St., Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba and Patt, County Administrator Wozmak, Finance Director Trombly, Nursing Home Administrator Kindopp, HR Manager Hurley, Grant Support Specialist Desrosiers, Facilities Manager King (by teleconference), Project Manager Nguyen

Chairman Pratt opened the meeting at 10:30 AM.

The Commissioners acknowledge receipt of a letter from the Register of Deeds dated July 13, 2011 informing the Commissioners that both Deputy Registers will be retiring, effective August 5, and that Mira Cook will be appointed as Deputy Register following provisions outlined in RSA 478:2.

Project Manager Nguyen reported on behalf of the Superintendent that the jail census was 175 total, with 159 inmates in-house (129 males, 30 females), 6 being held at other institutions (3 at NH State Prison, 1 at Merrimack, 1 in Rhode Island, and 1 at the Secure Psychiatric Unit), 7 on electronic monitoring and 3 serving weekend sentences. There is 1 inmate on work release. There are a total of 28 inmates being held at the jail from other jurisdictions, including 1 NH state prisoner (male), 20 federal inmates (16 males, 2 females; 18 from VT, 2 from NH), and 6 from Rockingham County (all are female). There are a total of 59 male beds and 12 female beds available in the facility.

Human Resources Manager Hurley reported that the total number of County employees is 461 total. Among the total number of employees there are 356 full-time, 24 part-time, 71 on-call, 1 contracted, 2 temporary, 7 and elected officials. Over the past week, there have been 0 terminations and 4 new hires (all 4 are per-diem nurses at DOC). Hurley reported that there are 3 openings throughout the County (1 physical therapist, 1 Deeds clerk, and 1 dispatcher at CCSD).

Nguyen reported on behalf of the ASP/MHC Program Director that the census at Alternative Sentencing/Mental Health Court program is 36 overall, with 7 in Alternative Sentencing and 29 in the Mental Health Court. Between the two programs, 21 are pretrial, and 15 are post-adjudicated. Since last week, there has been 1 admission in ASP, and 2 admissions and 1 discharge due to non-compliance in MHC.

Upon request, Administrator Wozmak provided a status update to the Commissioners regarding ASP/MHC. Wozmak advised that ASP/MHC outside service line item for the first 6 months of the year stands at \$58,244, and that ASP/MHC is on target to remain within budget for the year as expected.

Wozmak advised the Commissioners that the due date for the Maplewood Nursing Home financial, operational, and clinical assessment is August 31, and that he has received at least 1 follow up from an interested party.

Nursing Home Administrator Kindopp reported that the Maplewood Nursing Home census is 139 total, with 6 on hospice care. There are 13 private-pay, 94 on Medicaid, and 24 with Medicaid pending. There have been 2 admissions, 2 deaths, and 0 discharges since last week.

Kindopp requested to fill a vacant 40 hour per week position in the Environmental Services department. Kindopp advised that the position had been vacant since May, and that the

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responsibilities of cleaning the entryway and 1<sup>st</sup> floor of MNH had been fulfilled with per-diem work during this time. Kindopp explained that per-diem staff was no longer available and that the conditions of the corresponding areas were not being adequately maintained. Commissioner Patt requested further information from the Facilities department regarding the possibility of extending responsibilities of Facilities staff to include cleaning duties. Commissioner Pratt tabled the discussion until Facilities Manager King could be reached for discussion.

Kindopp advised that the air cooling rooftop units had not yet been fully repaired since her report last week, and that temperatures and humidity levels in MNH were reaching very uncomfortable levels. Kindopp explained that staff have been receiving complaints from residents and that at least 2 potential admissions over the past week were lost, understood to be primarily due to inadequate temperature control in the facility and a lack of air conditioning. It was noted that a heat wave and high humidity was affecting the region. Kindopp advised that window air conditioning units were being utilized when available and where it was possible; it was noted that due to the electrical infrastructure in the facility, window units could not be installed in adjacent rooms due to electrical overloads. Kindopp advised that life safety codes indicate that temperatures should not exceed 81 degrees, and that certain rooms within the facility had reached at least 86 degrees. Commissioner Pratt tabled the discussion until Facilities Manager King could be reached for discussion.

Kindopp requested the presence of the Commissioners and/or Administrator Wozmak at the next Resident Council meeting (July 27 at 2:30p) to discuss the forthcoming MNH financial, operational, and clinical assessment.

**Nonpublic session – At 10:57 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into nonpublic session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Pratt, Zerba, and Patt.** County Attorney Peter Heed presented an Unpaid Leave of Absence for LB. This employee has a scheduled personal event that she has taken time off to attend for many years, but this year, she has exhausted or will exhaust accrued leave due to legitimate leave days taken earlier. There was discussion regarding the allocation of paid time off afforded to all employees and that time off beyond the allocated time can cause staffing and coverage problems and that the Commissioners are unwilling to modify the policy due to the financial and staffing implications. After further discussions and with additional detail on the previous, authorized leave, taken by LB and on the basis of the recommendation of the County Attorney, the Commissioners **voted to accept the recommendation of the County Attorney to grant the Unpaid Leave of Absence for LB making it clear that this is an unusual circumstance and this decision is not intended to alter any existing policy nor create any precedent regarding time off and, further, that in the future, such requests should be discouraged. Voted Unanimously. The Commissioners unanimously voted to return to public session at 10:56 AM.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 20, 2011 10:30 AM**  
**County Administration Office, 33 West St., Keene, NH**

**MANIFEST: Commissioner Patt moved to approve the manifest, seconded by Commissioner Zerba, passed unanimously.**

**MINUTES: Commissioner Patt moved to accept the minutes of July 13, 2011 as revised, seconded by Commissioner Zerba, voted unanimously.**

Grant Support Specialist Desrosiers requested approval to proceed with the application to renew a Department of Justice grant in the amount of \$26,500 to fund a Victim/Witness Coordinator staff position. Upon discussion, **Commissioner Patt made a motion to authorize the Grant Support Specialist to submit a grant application for \$26,500 to fund a Victim/Witness Coordinator staff position within the County Attorney's Office and to authorize the County Administrator to sign and execute any and all documents pertaining thereof, seconded by Commissioner Zerba, voted unanimously.**

Desrosiers provided preliminary information to the Commissioners regarding a Rural Business Opportunity Grant (RBOG) administered by the USDA being considered for application to fund efforts conceptualized by the Cheshire County Farm Infrastructure (feasibility study) group, including a Farm-to-Institution initiative and a Buy Local marketing campaign. Desrosiers provided a written executive summary and advised that authorization would be needed before submittal on the due date, August 1. Desrosiers advised that the total award amount available was \$150,000 for a multi-state application and that a 10% administration fee was allowable.

Wozmak provided a draft to the Commissioners regarding a Request for Proposals to receive bids for the disposition of the (former) Latchis Theater and advised that the RFP would be posted. Bids will be due on August 10.

The Commissioners discussed the financing structure for Fire Mutual Aid. Wozmak advised that a letter would be drafted for the Commissioners to review regarding a request to meet with area select boards and City Council to discuss Fire Mutual Aid.

King was reached by teleconference. The request to fill a full-time position in the Environmental Services Department was revisited. Upon further discussion, **Commissioner Zerba moved to accept the recommendation of the Nursing Home Administrator to fill a 40 hour per week Housekeeping Aide position in the Environmental Services Department, seconded by Commissioner Pratt. Motion passed 2-1 upon a roll call vote, with dissenting vote from Commissioner Aaron Patt.**

The discussion regarding the rooftop unit at MNH was revisited. King advised that the chiller unit was being installed by Honeywell and that it should be operational later in the day. King discussed that another vital component was on order and being transported, and that it was scheduled be installed on July 25, the soonest possible date. King advised that the service contract between the County and Honeywell provided full coverage for the repairs and that the repairs, estimated to be approximately \$22,000, would be implemented at no cost to the County.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 20, 2011 10:30 AM**  
**County Administration Office, 33 West St., Keene, NH**

The discussion regarding air temperatures within MNH was revisited. Commissioner Patt inquired regarding the contingency plan when temperatures reach high levels caused by either equipment failure or an insufficient HVAC controls system within the facility. King advised that there are rooms within the facility which are better regulated than others, and that residents are able to occupy those rooms during the day. King advised that previous estimates to install air conditioning at MNH were approximately \$2 million in capital costs.

King advised that 4 bids were received for the 2000 Chevrolet flatbed pickup truck advertised for sale by the County. Upon discussion, **Commissioner Patt moved to accept the recommendation of the Facilities Manager to sell the model year 2000 Chevrolet pickup truck currently owned by the County in an as-is condition to Anthony Dubois Jr. of Swanzey, seconded by Commissioner Patt. Voted unanimously.**

Nguyen advised that McCormick Facilities Management was conducting the Energy Audit (ASHRAE Level II) this week throughout all County owned facilities and that a final report including specific energy conservation measures would be delivered to the County within 4-6 weeks following the site visit.

The Commissioners reviewed the calendar without change.

There being no further business, Commissioner Pratt adjourned the meeting at 11:54 AM.

Minutes approved at the meeting of July 27<sup>h</sup>.                      Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 27, 2011 9:30 AM**  
**Maplewood Nursing Home, 201 River Rd., Westmoreland, NH**

**PRESENT:** Commissioners Pratt, Zerba and Patt, County Administrator Wozmak, Finance Director Trombly, Nursing Home Administrator Kindopp, Dietary Director Lawson, Superintendent Van Wickler, Medical Services Coordinator Powers-Brann, HR Manager Hurley, Facilities Manager King, Project Manager Nguyen

Chairman Pratt opened the meeting at 9:30 AM.

Dietary Director Lawson provided information regarding bids received to replace a steam kettle in the Maplewood Nursing Home kitchen. It was discussed that replacement of this equipment was included in the budget in the amount of \$20,000. Upon discussion, **Commissioner Zerba made a motion to accept the recommendation of the Dietary Director to purchase a gas-operated tilting 2/3 steam jacket design 40-gallon kettle, 2-inch tangent draw-off valve with strainer, and a kettle cover for use in the Maplewood Nursing Home kitchen from Direct Supply, Inc., low bidder among the 3 bids received, for the amount of \$18,498.04, seconded by Commissioner Pratt, voted unanimously with 1 absent (Patt).**

Nursing Home Administrator Kindopp reported that the Maplewood Nursing Home census is 140 total, with 5 on hospice care. There are 14 private-pay, 94 on Medicaid, 24 with Medicaid pending, and 1 known Medicaid penalty. There are 6 on Medicare. There have been 2 admissions, 1 death, and 1 discharge to the Assisted Living Facility since last week.

Kindopp requested authorization to fill a vacant 32-hour per week position Social Worker position in the Social Services department. Upon discussion, **Commissioner Zerba made a motion to accept the recommendation of the Nursing Home Administrator to fill a vacant 32-hour per week Social Worker position in the Social Services department, seconded by Commissioner Pratt, voted unanimously with 1 absent (Patt).**

Kindopp provided follow-up information regarding the replacement of the rooftop air cooling (chiller) unit, and advised that the unit was operating, but at an approximately 75% capacity. Kindopp advised that temperatures within the facility have been generally between 78 and 82 degrees, with the exception of at least one resident room reaching 92 degrees. Kindopp advised that the transformer unit remains to be on order, and that it is expected for arrival by the end of the week.

Commissioner Patt arrived at 9:40 AM.

Project Manager Nguyen reported on behalf of the ASP/MHC Program Director that the census at Alternative Sentencing/Mental Health Court program is 37 overall, with 8 in Alternative Sentencing and 29 in the Mental Health Court. Between the two programs, 22 are pretrial, and 15 are post-adjudicated. Since last week, there has been 1 admission in ASP.

Superintendent Van Wickler reported that the jail census was 178 total, with 161 inmates in-house (131 males, 30 females), 7 being held at other institutions (3 at NH State Prison, 1 in Merrimack County, 1 in Rhode Island, 1 in Sullivan County, and 1 at the Secure Psychiatric Unit), 8 on electronic monitoring and 2 serving weekend sentences. There is 1 inmate on work release. There

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 27, 2011 9:30 AM**  
**Maplewood Nursing Home, 201 River Rd., Westmoreland, NH**

are a total of 29 inmates being held at the jail from other jurisdictions, including 1 NH state prisoner (male), 20 federal inmates (17 males, 3 females; 18 from VT, 2 from NH), and 7 from Rockingham County (all are female). There are a total of 57 male beds and 12 female beds available in the facility.

The possibility of receiving inmates from other jurisdictions, including those from out-of-state were discussed. Van Wickler advised the Commissioners regarding various possible scenarios and typical requirements associated with particular contracts with other jurisdictions.

Van Wickler advised the Commissioners that the HOC is working with the NH Major Crime Unit regarding ongoing investigations, and that technology within the facility has been valuable.

Human Resources Manager Hurley reported that the total number of County employees is 465 total. Among the total number of employees there are 360 full-time, 23 part-time, 72 on-call, 1 contracted, 2 temporary, 7 and elected officials. Over the past week, there has been 1 termination (voluntary, LNA) and 4 new hires (2 LNAs, 1 dietary aide, 1 transport officer). Hurley reported that there are 4 openings throughout the County (1 physical therapist, 1 housekeeping aide, and 2 LNAs).

Finance Director Trombly advised the Commissioners that Grant Support Specialist Desrosiers had proceeded with the Rural Business Opportunity Grant (RBOG) as briefly discussed last week, and was seeking authorization and Commissioners' signatures to submit the application. It was discussed that the application requested grant funds to continue the efforts being made by the Cheshire County Farm Infrastructure (feasibility study) group, which included a Farm-to-Institution initiative, a Buy Local marketing campaign, and a renewable energy study. It was discussed that the application included partners from nearby counties, and that total award amount available for a multi-state application was \$150,000. The County has included a 10% administration fee in the budget for the grant. Upon discussion, **Commissioner Zerba made a motion to authorize the Grant Support Specialist to submit a grant application for the Rural Business Opportunity Grant as administered by the US Department of Agriculture in the amount of \$150,000 for the purposes discussed above, and to authorize the County Administrator to sign and execute any and all related documents pertaining thereof, seconded by Commissioner Patt, voted unanimously.**

Nguyen provided a status update regarding the projects being managed in relation to the Energy Efficiency and Conservation Block Grant (EECBG), specifically the lighting upgrade at MNH, insulation of the Court House attic, and the wind power feasibility study on county-owned property in Westmoreland. Nguyen advised that the deadline by which county must have projects under contract was approaching on August 5, and recommended a 90-day extension to ensure that each project would be open to the competitive bidding process and that there would be sufficient time to finalize any forthcoming contractual agreements with selected bidders. Upon discussion, **Commissioner Zerba moved to accept the recommendation of the Project Manager to submit a request for a 90-day extension to the obligation date for projects under the Energy Efficiency and Conservation Block Grant as administered by the US Department of Energy, seconded by Commissioner Patt, voted unanimously.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 27, 2011 9:30 AM**  
**Maplewood Nursing Home, 201 River Rd., Westmoreland, NH**

The Commissioners and Administrator Wozmak discussed various scenarios and options for the future of the property at 0 Lampson St., formerly known as the Latchis theater. It was noted the Request for Proposals (RFP) for the disposition of the property was open until August 10.

The Commissioners and Wozmak discussed the long-term possibilities for MNH. The Commissioners discussed expectations regarding the results and deliverables of the forthcoming operational, financial, and clinical assessment of MNH. It was noted that the RFP for the assessment is currently opened for bids, and that the deadline for proposals is August 31.

Facilities Manager King discussed the priorities regarding anticipated repairs, maintenance, and replacement of various facilities related matters, such as mechanical units, structural repairs, and utilities at MNH.

The financial structure and the fiscal relationship between the County and Southwestern Fire Mutual Aid was discussed. The Commissioners discussed plans to attend upcoming select board and city council meetings of all municipalities within the County to hold discussions regarding the topic.

King discussed the repair of the roof at the County farm and advised the Commissioners that Bill Smith would be provided an advance in the amount of \$11,000, out of a total contracted amount of \$19,000, to cover the cost of materials. In addition, King provided an update regarding the remainder of the repairs being made at the farm.

**MANIFEST: Commissioner Patt moved to approve the manifest, seconded by Commissioner Zerba, passed unanimously.**

**MINUTES: Commissioner Patt moved to accept the minutes of July 6, 2011 as revised, seconded by Commissioner Zerba, voted unanimously.**

**MINUTES: Commissioner Patt moved to accept the minutes of July 20, 2011, seconded by Commissioner Zerba, voted unanimously.**

The Commissioners reviewed the calendar without change.

There being no further business, Commissioner Pratt adjourned the meeting at 12:11 PM.

Minutes approved at the meeting of August 3, 2011.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 3, 2011 9:30 AM**  
**County Administration Office, 33 West St., Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba and Patt, County Administrator Wozmak, Finance Director Trombly, Assistant Finance Director Hall, Sheriff Foote, County Attorney Heed, Victim/Witness Coordinators Sherman, Hoskins, and Short, Nursing Home Administrator Kindopp (via video-conference), Grant Support Specialist Desrosiers, Project Manager Nguyen, Westmoreland Selectman Hammond

Chairman Pratt opened the meeting at 9:36 AM.

Nursing Home Administrator Kindopp reported that the Maplewood Nursing Home census is 140 total, with 5 on hospice care. There are 11 private-pay, 93 on Medicaid, 26 with Medicaid pending, and 1 known Medicaid penalty. There are 7 on Medicare. There have been 4 admissions, 4 deaths, and 1 discharge to another facility (closer to family) since last week.

Kindopp presented a staffing request to fill 44 hours per week in the Dietary department with a combination of 3 part-time Dietary Aide positions. The positions would be two (2) 16 hour positions and one (1) 12 hour position per week. It was discussed that a total of 46 hours per week of staffing time was made vacant recently by 2 voluntary terminations, and that the 44 hours requested were included in the budget. Upon discussion, **Commissioner Zerba made a motion to accept the recommendation of the Nursing Home Administrator to fill 44 hours per week in the Dietary Department as discussed, effective at the discretion of the Nursing Home Administrator, seconded by Commissioner Pratt, voted unanimously.**

Kindopp provided an update regarding the replacement of the rooftop air cooling (chiller) unit, and advised that the units were not consistently running.

On behalf of the Board of Commissioners, Commissioner Pratt acknowledged receipt of a letter from Colonel Robert L. Quinn of the Division of NH State Police, expressing thanks to Sheriff Foote and members of the Cheshire County Sheriffs Department for their involvement in apprehending a suspect in Gilsum, NH who was wanted for a triple homicide. The Commissioners congratulated Sheriff Foote and the department for the recognition. **Commissioner Zerba made a motion to include the letter from Colonel Robert L. Quinn of the Division of NH State Police addressed to the Board of Commissioners dated July 27, 2011 into the minutes for inclusion into the public record, seconded by Commissioner Patt, voted unanimously.**

Finance Director Trombly discussed an opportunity to receive assets administered by the Department of Justice which have been processed as a part of criminal case resolution. It was explained that an estimated \$600 to \$1000 may be received by the County due to the Sheriff's Department involvement in a criminal investigation leading to successful prosecution of an offender. The Commissioners discussed particular accounting procedure to be followed necessitated by funds received from asset forfeiture, including receiving authorization from the County Delegation to receive the funds. Upon discussion, **Commissioner Patt made a motion to accept the recommendation of the Finance Director to proceed with the application process regarding asset forfeiture as administered by the Department of Justice, seconded by Commissioner Zerba, voted unanimously.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 3, 2011 9:30 AM**  
**County Administration Office, 33 West St., Keene, NH**

Sheriff Foote requested to fill a vacant 40 hour per week dispatcher position in the Sheriffs Department. Upon discussion, **Commissioner Zerba made a motion to accept the recommendation of the County Sheriff to fill a 40 hour per week dispatcher position in the Sheriffs Department effective at the discretion of the County Sheriff, seconded by Commissioner Pratt, voted unanimously.**

On behalf of the Board of Commissioners, Commissioner Pratt acknowledged receipt of a letter from the Select Board of Westmoreland, NH signed by Chairman Russ Kotfila regarding a town-owned and maintained red-listed bridge on River Rd. (between Ferry Rd. and Partridge Brook Rd.). The body of the letter is as follows:

“This letter is to inform you that due to the red-listed status of the River Road South Bridge (near the old county jail) and the preliminary estimated cost from the State of New Hampshire Department of Transportation of \$1,300,000, the Selectmen will be looking at closing the bridge unless an agreement with the County can be reach to repair or replace the bridge.”

It was discussed that the bridge is owned and maintained by the town of Westmoreland, and that it is one of at least three driving routes to the Maplewood Nursing Home. The Commissioners discussed their response to the town of Westmoreland.

County Attorney Heed and Victim/Witness Coordinators Sherman, Hoskins, and Short provided a report to the Commissioners regarding the Victim/Witness department within the County Attorney’s Office. It was discussed that victims within the criminal justice system are entitled to certain rights by NH statute (NH RSA 21-M:8-k, Victim’s Bills of Rights) to the extent that grant funds are available. “Victim” is defined as a person who suffers direct or threatened physical, emotional, psychological, or financial harm as a result of the commission or attempted commission of a crime. “Victim” also includes immediate family of any victim who is a minor or who is incompetent, or the immediate family of a homicide victim. It was discussed that the services provided by the department extend to victims of a vast array of crimes (e.g. property, financial, public order, or violent crimes), and not only to those victimized by acts of domestic violence, as is the commonly held understanding of the department.

Among other provisions, NH RSA 21-M:8-k provides that victims are entitled to be informed, notified, and advised of case progress to the extent that can be reasonably guaranteed by the courts and by law enforcement and correctional authorities and which are not inconsistent with the constitutional or statutory rights of the accused. Victim/Witness coordinators serve as the conduit of information and the primary point of contact for those who have been victimized by criminal acts. Victim/Witness coordinators perform functions integral to the prosecutorial process by coordinating victims and witnesses within the criminal justice system to allow the impact upon the victims to be considered by the court.

Victims and witnesses are provided certain rights, by statute, which provides them access to and input in the process of prosecuting the criminal. This includes subsequent parole hearings, review hearings, or any other change in offender status. As a result of each case lasting for any number of years, caseloads have risen significantly due the accumulation of new cases at a greater rate than cases are able to be closed. The accumulation of new cases has caused the program and the number

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 3, 2011 9:30 AM**  
**County Administration Office, 33 West St., Keene, NH**

of staff to increase beyond what was originally funded using state grant funds. The enabling statute, RSA 21-M:8-I Administration of Fund, states that “*Subject to the availability of money in the victims’ assistance fund, the attorney general shall make grants for the establishment and maintenance of victim assistance programs.*” In the 2011 budget sessions, there was discussion about the growth-beyond-grants that this program has experienced. In response to a Commissioner question, Finance Director Trombly stated that only about \$25,000 of the total victim-witness budget of nearly \$200,000 is currently funded by grants.

It was further discussed that, because judges were so accustomed to having victim-witness coordinators available, criminal prosecution can be halted if victims are not granted rights, which are entitled by statute. County Attorney Heed advised that disposition and sentencing of an accused individual may not occur if Victim/Witness Coordinators are not made available to victims.

Victim/Witness Coordinator Hoskins advised the Commissioners that her role is primarily focused on victims of domestic violence and that she works primarily within the District Court. Hoskins provided the following statistics: 270+ cases opened in the 2010 calendar year; 175 cases opened year-to-date, and more than 1/6<sup>th</sup> of all defendants accused of domestic violence are female.

Commissioner Pratt discussed his viewpoint that the Victim/Witness department is commonly misperceived by the public, and, at times, the County Delegation and others. The typical misperception may be due to confusion between the role of the prosecutor in developing the case before the court and the Victim/Witness Coordinators who provide notification, advisory and coordination services to victims and witnesses as an integral part of the criminal justice system so that they have input into the criminal court process when appropriate. They do not provide counseling or mental health services. Outside agencies such as the Monadnock Center for Violence Prevention (MCVP) provides peer counseling to victims, and the Child Advocacy Center (CAC) serves as a central location where juvenile victims may be interviewed by law enforcement and receive services from the Division of Child, Youth, and Family Services (DCYF).

Project Manager Nguyen reported on behalf of the Superintendent that the jail census was 185 total, with 168 inmates in-house (135 males, 33 females), 6 being held at other institutions (3 at NH State Prison, 1 in Merrimack County, 1 in Rhode Island, and 1 at the Secure Psychiatric Unit), 9 on electronic monitoring and 2 serving weekend sentences. There is 1 inmate on work release. There are a total of 27 inmates being held at the jail from other jurisdictions, including 1 NH state prisoner (male), 20 federal inmates (17 males, 3 females; 18 from VT, 2 from NH), and 6 from Rockingham County (all are female). There are a total of 53 male beds and 9 female beds available in the facility.

Nguyen reported on behalf of the ASP/MHC Program Director that the census at Alternative Sentencing/Mental Health Court program is 35 overall, with 7 in Alternative Sentencing and 28 in the Mental Health Court. Between the two programs, 22 are pretrial, and 13 are post-adjudicated. Since last week, there has been 1 discharge due to non-compliance in ASP and 1 successful completion in MHC.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 3, 2011 9:30 AM**  
**County Administration Office, 33 West St., Keene, NH**

Wozmak provided an update regarding the Maplewood Nursing Home clinical, operational, and financial assessment. It was discussed that advertisements should be running very soon in 2 national publications and that the due date for proposals is August 31.

The Commissioners discussed the financial structure and relationship between the County and Fire Mutual Aid (FMA). Commissioner Pratt advised that he and Wozmak met with the Keene City Manager and the Mayor on August 2, and provided a brief summary of the discussion. The Commissioners further discussed preparations of the upcoming budget review for the 2012 year, including notices and the deadline of September 9 to be given to department heads and other agencies, including FMA and other quasi-governmental agencies, as well as outside agencies to submit their budget requests.

Grant Support Specialist Desrosiers presented the Department of Health and Human Services (DHHS) Bureau of Alcohol and Drug Services (BDAS) grant application previously authorized by the Commissioners on the meeting of June 22, and received Commissioners' signatures for submission of the application.

Desrosiers provided the Commissioners with a written update of the grants currently being managed by the County. We currently have 20 grants under active management in the amount of \$2,020,157 with \$48,940 being collected in administrative and indirect cost fees. Desrosiers has submitted an additional 8 grant applications with a total potential value of \$1,692,191 and is in the process of writing 3 grant applications for the Assistance to Firefighters Grant for unknown amounts at this time for Harrisville, Chesterfield, and Troy fire departments.

**MANIFEST: Commissioner Patt moved to approve the manifest, seconded by Commissioner Zerba, passed unanimously.**

**MINUTES: Commissioner Zerba moved to accept the minutes of July 31, 2011 as revised, seconded by Commissioner Patt, voted unanimously.**

Nguyen provided an update regarding the projects being funded under the Energy Efficiency and Conservation Block Grant (EECBG). Nguyen advised that the Department of Energy (DOE) has not yet responded to the extension request. Wozmak provided detail regarding the Court House attic insulation project, and advised that among the 3 bidders who responded, at least 2 have expressed preference to utilize a significantly different approach than specified in the Request for Proposals (RFP) which would yield more energy savings. Wozmak advised that the approach advised by the bidders included application of spray foam insulation to the attic ceiling to achieve R38 or greater, as opposed to the specified approach of insulating the attic flooring. It was discussed that it was also learned that ductwork which provided supply and return air was leaking significantly in the attic, leading to greater inefficiency of HVAC equipment. The development of a new RFP was discussed.

Wozmak advised the Commissioners that the NH Department of Justice requests an extension of the lease at the Court House for 1-year. The Commissioners will take the request under advisement.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 3, 2011 9:30 AM**  
**County Administration Office, 33 West St., Keene, NH**

The reviewed the calendar without change.

There being no further business, Commissioner Pratt adjourned the meeting at 12:23 PM.

Minutes approved at the meeting of August 24, 2011.                      Roger Zerba, Vice Chair

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 10, 2011 9:30 AM**  
**House of Corrections, 825 Marlboro Rd., Keene, NH**

**PRESENT:** Commissioners Zerba and Patt, County Administrator Wozmak, Finance Director Trombly, Sheriff Foote, IT Director Scribner, Nursing Home Administrator Kindopp (via video-conference), Superintendent Van Wickler, Human Resources Manager Hurley, Executive Assistant Lantry, Medical Services Coordinator Powers-Brann, Reentry Case Manager Iosue, Facilities Manager King (via tele-conference), Grant Support Specialist Desrosiers, Project Manager Nguyen

Vice Chairman Zerba opened the meeting at 9:33 AM.

Nursing Home Administrator Kindopp reported that the Maplewood Nursing Home census is 139 total, with 4 on hospice care. There are 11 private-pay, 92 on Medicaid, 25 with Medicaid pending, and 2 known Medicaid penalties. There are 7 on Medicare. There has been 1 admission, 1 death, and 1 discharge to a home residence since last week.

In response to a Commissioner's question regarding the high temperatures and humidity experienced recently, Kindopp said that she believed that some residents became debilitated due to the heat conditions at their home, creating a need for nursing home placement.

Grant Support Specialist Desrosiers, Sheriff Foote, and IT Director Scribner discussed a Department of Homeland Security (DHS) grant being applied for to fund the purchase of 6 laptop computers for Sheriff's Department vehicles. These replacement computers allow Sheriff's Department officers to access critical information and perform law enforcement functions while on patrol or responding to incidences. Desrosiers believes that it is unlikely that the application will be successful due to the competitiveness of the application process.

Scribner advised that the existing computer equipment is 6-7 years old, and that 1 computer has failed and is unable to be fixed, while the computers will not likely last very much longer as they have outlasted typical lifespan. Scribner advised that, since grant funding did not appear to be likely and because the award announcement date from the DHS has been postponed twice already, he would be proceeding with a 4-year lease of 5 new laptop computers with the \$4,800 which was included in this year's IT budget for this purpose. It was discussed that the preference of the IT department has been to lease equipment due to rapid technological advances, however, if awarded the grant, the leased equipment could be purchased without incurring any penalty. Scribner advised that upon requesting these funds in the budget, it was made clear that the lease of this equipment was not contingent upon grant funding. The Commissioners had no further questions.

Desrosiers discussed a grant opportunity from the NH Charitable Foundation in the amount of \$40,000 to fund Monadnock Voices for Prevention, and that this grant permitted a 10% administrative fee to be collected. Upon discussion, **Commissioner Zerba made a motion to authorize the Grant Support Specialist to proceed with the grant application in the amount of \$40,000 to fund Monadnock Voices for Prevention as administered by the NH Charitable Foundation, seconded by Commissioner Patt, voted unanimously.**

Desrosiers advised that a grant application requesting \$10,000 from the National Association of Drug Diversion Investigators (NADDI) to fund efforts by the Keene Police Department to reduce availability and access of illicit pharmaceutical drugs throughout the community was unsuccessful.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 10, 2011 9:30 AM**  
**House of Corrections, 825 Marlboro Rd., Keene, NH**

Project Manager Nguyen reported on behalf of the Superintendent that the jail census was 178 total, with 162 inmates in-house (130 males, 32 females), 6 being held at other institutions (3 at NH State Prison, 1 in Merrimack County, 1 in Rhode Island, and 1 at the Secure Psychiatric Unit), 9 on electronic monitoring and 1 serving a weekend sentence. There are 2 inmates on work release. There are a total of 27 inmates being held at the jail from other jurisdictions, including 1 NH state prisoner (male), 20 federal inmates (16 males, 4 females; 18 from VT, 2 from NH), and 6 from Rockingham County (all are female). There are a total of 58 male beds and 10 female beds available in the facility.

A written report including year-to-date information regarding inmate transports at the Department of Corrections and the use of per-diem officers hired from area police departments was made available.

Superintendent Van Wickler discussed a “contingency plan” being developed by VT state officials in regards to the emergency management of inmates being housed in their facilities. Van Wickler advised that he anticipated that VT state officials would request to meet with the Commissioners at an upcoming Commissioners’ meeting.

Van Wickler discussed staffing at the HOC.

Nguyen reported on behalf of the ASP/MHC Program Director that the census at Alternative Sentencing/Mental Health Court program is 37 overall, with 9 in Alternative Sentencing and 28 in the Mental Health Court. Between the two programs, 25 are pretrial, and 12 are post-adjudicated. Since last week, there have been 3 admissions and 1 successful completion in ASP, and 1 successful completion in MHC.

Human Resources Manager Hurley reported that the total number of County employees is 464 total. Among the total number of employees there are 355 full-time, 22 part-time, 77 per diem, 1 contracted, 2 temporary, and 7 elected officials. Over the past week, there have been 4 terminations (3 voluntary LNAs, and 1 involuntary LPN) and 1 new hire (LPN at the Dept. of Corrections). Hurley reported that there are 8 openings throughout the County (1 physical therapist, 1 social worker, 1 housekeeping aide, and 5 LNAs).

The Commissioners discussed the recent changes in contribution rates to the New Hampshire Retirement System. The Commissioners decided that the best approach to changing rates of contribution is to establish a liability account to ‘book’ known or foreseeable contribution liabilities. The Finance Director will work with the auditors to recognize the appropriate level of posted liability for retirement in this and subsequent years.

The Commissioners discussed having Bill Fazioli, Senior Vice President of FirstSouthwest, our consultant on bond issues, come to a Commissioners meeting to discuss any potential impact on county borrowing as a result of the S&P downgrade of the US credit rating.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 10, 2011 9:30 AM**  
**House of Corrections, 825 Marlboro Rd., Keene, NH**

Facilities Manager King advised that he has received bids for repairs of the broken windows in the Sheep Barn and that the low bid is \$2,800. King advised that he would also seek bids for replacement of the barn doors on the Sheep Barn.

King advised that the slate roof at the Blood farm is in need of repair and that he is currently in the process of obtaining more information in regards to pricing and the projected scope of work to be completed.

King provided an update regarding the rooftop air cooling units (chiller) at Maplewood Nursing Home and advised that the second unit had recently arrived. King advised that the unit would be installed the following day. King advised that a rooftop compressor unit failed on another part of the facility that services the administration offices, and that the service contract with Honeywell would be utilized once again. King advised that Honeywell would pay all repairs to the unit per the terms of the Honeywell service agreement at no additional cost to the County.

King advised that the steam kettle purchased for the Dietary department has been installed successfully.

King advised that the new roof on the open barn at the farm would be fully installed by the end of the week.

Reentry Case Manager Iosue provided a report to the Commissioners in regards to performance measures and outcomes for case management and offender reentry services at the House of Corrections as a continuation of the discussions around recidivism held by the Board of Commissioners in recent meetings. It was discussed that within a 2006 cohort of sentenced inmates, 37.7% returned to the Cheshire County House of Corrections within 1 year and 46.3% within 3 years. This is consistent with data from the Pew Center, which shows a 3-year recidivism rate for former prison inmates nationwide of 43.3% in 2004. Iosue advised that among the inmates whom he has delivered reentry case management services to, there is an approximately 63% recidivism rate throughout an inmate's lifetime at the CCHOC (nearly two-thirds of all inmates at the CCHOC have been there before at some point in their lifetime).

Iosue provided additional information about reentry case management services and demographic information regarding his caseload. In 2010, Iosue delivered services to 364 inmates (294 male, 70 female) and provided referrals to 503 community-based services such as benefits/assistance, housing assistance, alcohol and other drug treatment, mental health treatment, employment/vocational training, and life skills training.

It was noted among the inmates seen by Iosue in 2010, 77% met criteria for a substance use disorder, (consistent with national data regarding prevalence of substance use disorders among jail inmates), and that 83% of all presenting criminal offenses are related to alcohol and/or substance use (by self-report or by nature of charges, i.e. possession of illicit substance). Iosue reported that 81% of individuals have presented with substance use disorders and 33% have presented with mental health disorders.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 10, 2011 9:30 AM**  
**House of Corrections, 825 Marlboro Rd., Keene, NH**

There was discussion regarding programs or practices that are proven to reduce recidivism (evidence-based practices), including education (GED, high school, higher education), substance abuse and/or mental health treatment, cognitive behavioral treatment or skills training, and case management/reentry programs. The Superintendent felt strongly that the extent and scope of services currently provided by the HOC provides a proper balance between the level of service provided and the outcomes of those services, based on the statistics, with the exception of substance abuse services. He did not believe that allocating additional services specifically within the HOC, other than services to address the high rate of substance abuse among the population, would be cost-effective in further reducing recidivism. The Superintendent and Iosue emphasized that recidivism is impacted at a systemic-level throughout the criminal justice system, and acknowledged that many factors are outside of the purview of the HOC. Upon further discussion, the Commissioners noted that this report by Iosue concluded their series of recent conversations with HOC staff regarding recidivism.

Finance Director Trombly advised that there were 2 Medicaid penalties which were overturned in the County's favor recently for residents at the nursing home who were under financial review by the NH Department of Health and Human Services. The Commissioners discussed the lengthy review process and the impact on cash flow while awaiting disposition.

**Nonpublic session – At 12:01 PM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into nonpublic session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. The motion was approved upon a roll call vote of Commissioners Zerba and Patt. Upon discussion a decision was reached and a vote taken to accept the recommendation of the Superintendent to hire D.P. at \$22.50/hour as a per-diem RPN at the Department of Corrections based upon her background and experience, effective at the discretion of the Superintendent. Voted Unanimously. The Commissioners unanimously voted to return to public session at 12:29 PM.**

**Nonpublic session – At 12:01 PM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into nonpublic session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. The motion was approved upon a roll call vote of Commissioners Zerba and Patt. Upon discussion a decision was reached and a vote taken to accept the recommendation of the Superintendent to hire P.A. at \$22.10/hour as a per-diem LPN at the Department of Corrections based upon her background and experience, effective at the discretion of the Superintendent. Voted Unanimously. The Commissioners unanimously voted to return to public session at 12:53 PM.**

**MANIFEST: Commissioner Patt moved to approve the manifest, seconded by Commissioner Zerba, passed unanimously.**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 10, 2011 9:30 AM**  
**House of Corrections, 825 Marlboro Rd., Keene, NH**

There being no further business, Commissioner Zerba adjourned the meeting at 1:15 PM.

Minutes approved at the meeting of August 24, 2011.

Roger Zerba, Vice Chair

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 17, 2011 9:30 AM**  
**County Administration Office, 33 West St., Keene, NH**

**PRESENT:** Commissioners Zerba and Patt, County Administrator Wozmak, Finance Director Trombly, Nursing Home Administrator Kindopp (via video-conference), Grant Support Specialist Desrosiers, Project Manager Nguyen

Vice Chairman Zerba opened the meeting at 9:33 AM.

Nursing Home Administrator Kindopp reported that the Maplewood Nursing Home census is 137 total, with 2 in the hospital, 4 skilled, and 5 on hospice care. There are 15 private-pay, 93 on Medicaid, 23 with Medicaid pending, and 2 known Medicaid penalties. There has been 0 admissions, 2 deaths, and 0 discharges since last week.

Grant Support Specialist reported that 2 DOJ grants have been awarded for the Case Records Management system in the amount of \$45,950 at the County Attorney's Office, and the funds in the amount of \$26,500 for the Victim/Witness Department.

Project Manager Nguyen reported on behalf of the Superintendent that the jail census was 185 total, with 165 inmates in-house (134 males, 31 females), 6 being held at other institutions (3 at NH State Prison, 1 in Merrimack County, 1 in Rhode Island, and 1 at the Secure Psychiatric Unit), 13 on electronic monitoring and 1 serving a weekend sentence. There are 2 inmates on work release. There are a total of 25 inmates being held at the jail from other jurisdictions, including 1 NH state prisoner (male), 19 federal inmates (16 males, 3 females; 18 from VT, 1 from NH), and 5 from Rockingham County (all are female). There are a total of 54 male beds and 11 female beds available in the facility.

Nguyen reported on behalf of the ASP/MHC Program Director that the census at Alternative Sentencing/Mental Health Court program is 38 overall, with 11 in Alternative Sentencing and 27 in the Mental Health Court. Between the two programs, 27 are pretrial, and 11 are post-adjudicated. Since last week, there have been 2 admissions in ASP, and 1 successful completion in MHC.

Nguyen reported on behalf of the Human Resources Manager that the total number of County employees is 460 total. Among the total number of employees there are 350 full-time, 22 part-time, 77 per diem (28 at DOC, 29 at MNH, 20 in other Keene-based offices), 1 contracted, 3 temporary, and 7 elected officials. Over the past week, there has been 1 termination (voluntary), and 1 new hire (temporary position at Victim/Witness department). Nguyen reported that there are 9 openings throughout the County (1 at DOC and 8 at MNH).

On behalf of the Human Resources Manager, Nguyen provided a 2<sup>nd</sup> quarter continuous quality improvement staff turnover written report to the Commissioners.

The Commissioners briefly discussed the schedule and arrangements to discuss the financial structure and relationship between the County and Fire Mutual Aid (FMA) with area municipal select boards.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 17, 2011 9:30 AM**  
**County Administration Office, 33 West St., Keene, NH**

Nguyen reported on behalf of the Superintendent that a draft “contingency plan” regarding VT inmates has not yet been received, and that any further information regarding this subject will be forwarded when/if received.

**MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Patt, passed unanimously.**

The minutes of August 3<sup>rd</sup> and August 10<sup>th</sup> were reviewed.

The Commissioners discussed hiring procedure for potential new County employees, and the procedure that is to be followed to bring forward any requests to hire any individual above the entry rate of pay before the Board of Commissioners.

At 10:55 AM, Commissioner Patt left the meeting.

There being an absence of a quorum, the meeting was adjourned at 10:55 AM.

Minutes approved at the meeting of August 24, 2011.                      Roger Zerba, Vice Chair

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, August 24, 2011 9:30 AM**  
**Maplewood Nursing Home, 201 River Rd., Westmoreland, NH**

**PRESENT:** Commissioners Pratt and Zerba, County Administrator Wozmak, Finance Director Trombly, Facilities Manager King, Human Resources Manager Hurley, Project Manager Nguyen, Westmoreland Selectman Hammond

Chairman Pratt opened the meeting at 9:34 AM.

Human Resources Manager Hurley reported that the total number of County employees is 457 total. Among the total number of employees there are 348 full-time, 23 part-time, 75 per diem (28 at DOC, 27 at MNH, 20 in other Keene-based offices), 1 contracted, 3 temporary, and 7 elected officials. Over the past week, there have been 3 terminations (2 voluntary, 1 involuntary), and 0 new hires. Hurley reported that there are 9 openings throughout the County (1 at DOC and 8 at MNH).

Hurley presented a rate change request for B.M. as a new hire for per-diem staff at MNH and provided the Commissioners with written documentation of the hiring recommendation. Hurley explained that based upon B.M.'s licensing as an LPN and her years of experience that a rate higher than the base rate is recommended. **Commissioner Zerba moved to accept the recommendation of the Human Resources Manager that B.M. be hired as a per-diem employee at Maplewood Nursing Home at a rate of \$20.02 per hour, based upon her qualifications and years of experience, to be effective at the discretion of the department manager, seconded by Pratt. Voted unanimously.**

Finance Director Trombly discussed a grant application for an Assistance to Firefighters Grant (AFG) to obtain and program 158 total Minitor Vs (communications equipment) for 14 participating agencies throughout the County: Chesterfield, Troy Fire Department, Troy Ambulance, Surry, Dublin, Roxbury, Marlborough/Harrisville Ambulance, Sullivan, Meadowood, Village of Spofford, North Walpole, Harrisville, Marlow, and Westmoreland. Upon discussion, **Commissioner Zerba moved to accept the recommendation of the Finance Director for the Board of Commissioners to approve and sign a letter of support for the Assistance to Firefighters Grant administered by the Federal Emergency Management Association (FEMA) in the amount of \$71,100 to obtain and program 158 total Minitor Vs for 14 participating agencies throughout the County, seconded by Pratt. Voted unanimously.**

Trombly discussed an application on behalf of the Southwestern Regional Planning Commission for a Sustainable Communities grant, which has been supported by the County in recent past years. Upon discussion, **Commissioner Zerba moved to accept the recommendation of the Finance Director for the Board of Commissioners to approve and sign a letter of support for a Sustainable Communities grant, seconded by Pratt. Voted unanimously.**

**Nonpublic session – At 9:43 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into nonpublic session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. The motion was approved upon a roll call vote of Commissioners Zerba and Pratt. Upon discussion a decision was reached and a vote taken**

**MINUTES**  
**Cheshire County Commissioners Meeting**  
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**Maplewood Nursing Home, 201 River Rd., Westmoreland, NH**

**that, having already received an 8-week extension, the Commissioners felt that an additional 8-week extension was unwarranted for P.B. Voted Unanimously. The Commissioners unanimously voted to return to public session at 9:52 AM.**

Project Manager Nguyen reported on behalf of the Superintendent that the jail census was 186 total, with 167 inmates in-house (136 males, 31 females), 6 being held at other institutions (3 at NH State Prison, 1 in Merrimack County, 1 in Rhode Island, and 1 at the Secure Psychiatric Unit), 13 on electronic monitoring (7 pretrial, 6 sentenced) and 1 serving a weekend sentence. There are 2 inmates on work release. There are a total of 28 inmates being held at the jail from other jurisdictions, including 1 NH state prisoner (male), 22 federal inmates (19 males, 3 females; 21 from VT, 1 from NH), and 5 from Rockingham County (all are female). There are a total of 52 male beds and 11 female beds available in the facility.

Administrator Wozmak discussed a draft of the “contingency plan” contract regarding emergency relocation of VT inmates if needed, which has recently been received by the County from the State of VT.

Nguyen reported on behalf of the ASP/MHC Program Director that the census at Alternative Sentencing/Mental Health Court program is 40 overall, with 13 in Alternative Sentencing and 27 in the Mental Health Court. Between the two programs, 29 are pretrial, and 11 are post-adjudicated. Since last week, there have been 2 admissions in ASP, and 1 admission and 1 successful completion in MHC.

Nguyen advised that he is working with ASP/MHC staff to develop a 3-year recidivism study of ASP/MHC clients who were admitted in 2007 and successfully completed the program. Nguyen advised that the results of the data analysis will be available in time for the review of the ASP/MHC 2012 budget.

Nguyen reported on behalf of the Nursing Home Administrator that the Maplewood Nursing Home census, as of August 19, 2011, is 138 total, with 0 in the hospital, and 7 on hospice care. There are 15 private-pay, 95 on Medicaid, 22 with Medicaid pending, and 2 known Medicaid penalties. There has been 1 admissions, 0 deaths, and 0 discharges since last report.

Wozmak discussed a 1 year lease extension proposed by the State of NH for the Cheshire County Superior Court. Upon discussion, **Commissioner Pratt moved to accept the recommendation of the County Administrator for the Board of Commissioners to approve and sign an amendment dated August 3, 2011 for the lease of the Cheshire County Superior Court House facility located at 12 Court St. Keene by the State of NH, for a term of September 30, 2011 to September 30, 2012, in the total annual amount of \$399,611.04 (approximately \$12.28 per square foot), seconded by Zerba. Voted unanimously.**

The upcoming schedule for Commissioners to visit area select boards to discuss the financial structure of Southwestern Fire Mutual Aid was reviewed by the Commissioners.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
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**Maplewood Nursing Home, 201 River Rd., Westmoreland, NH**

Budget preparations for the year 2012 and the upcoming schedule to review various departments was discussed by the Commissioners.

Facilities Manager King advised that painting of the Sheep Barn would be completed by the end of the day, and that replacement windows for the Sheep Barn would be installed shortly. King advised that a staff person will construct the new doors from raw materials which will be installed at the Sheep Barn. King also advised that the new roof installation on the open barn has been fully completed.

Wozmak discussed staffing in the County Commissioners department as it related to the duties of the Project Manager position and the responsibilities of drafting and maintaining minutes of various County meetings, including Commissioners meetings. Wozmak discussed that due to workload and staffing changes that an interim minute-taker may be needed in the near future.

Nguyen advised that interim repairs of the Latchis Theater have been proposed by the MacMillin Company to address safety of the bricks and other materials on and around the window openings of the building. Nguyen provided pictures taken recently by the MacMillin Company to the Commissioners for their review. Upon discussion, **Commissioner Zerba moved to accept the recommendation of the County Administrator and the Facilities Manager to hire the MacMillin Company to complete interim repairs of the building formerly known as the Latchis Theater at 0 Lampson St. in an amount not-to-exceed \$1,500, seconded by Zerba. Voted unanimously.**

Wozmak discussed an annual awards event being hosted and coordinated by the NH Association of Counties (NHAC) later this year. Wozmak advised that he would forward a nominations form to all department heads within the County. Commissioner John M. Pratt advised that he would serve as an evaluator on the statewide panel for the awards event.

Nguyen discussed a residential energy conservation program proposed by Next Step Living, Inc. to offer to residents throughout the County. Nguyen explained that the program offers energy usage assessments at minimal cost to residents, whereupon energy conservation measures are identified in a prioritized order. A rebate program known as NH Saves would be utilized to offer significantly discounted pricing of home improvement projects. The Commissioners discussed a similar program offered by Southwestern Community Services to low-to-moderate income households, and requested to meet with Southwestern Community Services to discuss any opportunities further.

**MANIFEST: Commissioner Zerba moved to approve the manifest, seconded by Commissioner Pratt, passed unanimously.**

**MINUTES: Commissioner Zerba moved to accept the minutes of August 3, 2011, as revised; August 10, as revised; and August 17, seconded by Commissioner Pratt, voted unanimously.**

Trombly discussed a staffing vacancy in the Finance Department for an Accounting Assistant position. Trombly presented the Commissioners with an adapted position description based upon changes in workload and staffing needs. It was discussed in particular that accounting of residents

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**Maplewood Nursing Home, 201 River Rd., Westmoreland, NH**

who are receiving or may be eligible to receive (pending) Medicaid has grown more complicated due to the increased level of financial review at the State level, and subsequent imposition of Medicaid penalty periods in certain cases. It was further discussed that the workload regarding accounting has increased due to the increased number of incoming residents on Medicaid or applying for Medicaid. Upon further discussion, **Commissioner Zerba moved to accept the recommendation of the Finance Director to fill the full time Accounting Assistant position at the discretion of the Finance Director and Human Resources Manager, seconded by Zerba. Voted unanimously.**

**Nonpublic session – At 11:32 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into nonpublic session to discuss 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. The motion was approved upon a roll call vote of Commissioners Zerba and Pratt. As a result of the deliberations in nonpublic session no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 12:00 PM.**

Wozmak discussed an invitation to attend the Mountain View Community Dedication/Ribbon Cutting Ceremony at the newly built Carroll County Complex on September 10.

There being no further business, Commissioner Pratt adjourned the meeting at 12:02 PM.

Minutes approved at the meeting of September 7, 2011.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 9, 2011 9:30 AM**  
**House of Corrections, 825 Marlboro St., Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt, County Administrator Wozmak, Finance Director Trombly, Human Resources Manager Hurley, Superintendent Van Wickler, Project Manager Nguyen, Westmoreland Selectman Hammond, Keith Thibault

Chairman Pratt opened the meeting at 9:35 AM.

The Commissioners welcomed Keith Thibault from Southwestern Community Services to the meeting. Thibault discussed his favorable initial impression of an energy efficiency program with Next Step Living for individuals who qualify for the NH Saves utility rebate program. It was discussed that the potential program as proposed by Next Step Living would be available for households which are above the low-to-moderate household income level and not typically served by Southwestern Community Services, and therefore, it was likely that the services provided would not overlap existing weatherization and energy efficiency programming. Thibault requested more time to review the proposal and indicated he would be pleased to return to the Board of Commissioners for further discussion.

Thibault provided an update regarding the Second Chance for Success transitional housing project. Thibault advised that an additional estimated \$100,000 worth of site costs has been added to the existing total cost of approximately \$1.25 million due to unforeseen circumstances regarding site conditions. Thibault advised that a total new estimate would be forthcoming soon. Thibault reported that it was anticipated that construction would begin in the spring of 2012. In response to a Commissioner's question, Thibault advised that carrying costs for the facility have been estimated at \$40,000 per year. It was discussed that a combination of revenue sources would cover the costs, including, but not limited to, rent from tenants and billing of referring municipalities (Marlborough would be billed if Marlborough resident stays at transitional housing facility).

Human Resources Manager Hurley requested authorization to fill a 40 hour per week vacancy in the Dietary Department. Upon discussion, **Commissioner Zerba moved to accept the recommendation of the Human Resources Manager to fill a 40 hour per week full-time Dietary Aide position in the Dietary Department, with consideration that this is a vacancy caused by staff turnover, seconded by Commissioner Patt. Voted unanimously.**

Nguyen reported on behalf of the Nursing Home Administrator that the Maplewood Nursing Home census is 135 total, with 1 in the hospital, and 5 on hospice care. There are 13 private-pay, 97 on Medicaid, 22 with Medicaid pending, and 2 known Medicaid penalties. There has been 1 admission, 1 death, and 0 discharges since last report.

Superintendent Van Wickler thanked Westmoreland Selectman June Hammond who donated two pieces of artwork to the CCHOC, created by former Keene resident Dave Richards. The Commissioners also expressed great appreciation.

Van Wickler discussed that the CCHOC will host members of the Grafton County Delegation, in addition to Superintendent Libby and Executive Director Clough, for a tour of the CCHOC on September 28. It was discussed that construction of the new Grafton County House of Corrections

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**House of Corrections, 825 Marlboro St., Keene, NH**

is currently underway, and that the tour of the CCHOC would provide valuable information and insight into the projected operation of their new facility.

Van Wickler reported that the jail census was 195 total, with 179 inmates in-house (145 males, 33 females), 4 being held at other institutions (2 at NH State Prison, 1 in Merrimack County, and 1 at the Secure Psychiatric Unit), 12 on electronic monitoring (7 pretrial, 5 sentenced) and 0 serving weekend sentences. There are 3 inmates on work release. There are a total of 31 inmates being held at the jail from other jurisdictions, including 1 NH state prisoner (male), 24 federal inmates (20 males, 4 females; 22 from VT, 2 from NH), and 6 from Rockingham County (all are female). There are a total of 43 male beds and 9 female beds available in the facility.

A written report including year-to-date information regarding inmate transports at the Department of Corrections and the use of per-diem officers hired from area police departments was made available. Van Wickler advised that the CCHOC remains available for transport services for the States of NH and VT to transport inmates to and from various institutions under a contract signed earlier in the year. These services would be provided for other correctional institutions (non-CCHOC inmates). It was noted that the CCHOC has not been called upon for these transport services to date.

Van Wickler advised that for transports of CCHOC inmates, the CCHOC will be receiving \$77,036.45 in revenue for billed transport services in the month of August. Van Wickler advised that the total includes the following: \$8,510 to Rockingham County, \$62,895 to VT, and \$3,885 to NH.

Nguyen reported on behalf of the ASP/MHC Program Director that the census at Alternative Sentencing/Mental Health Court program is 42 overall, with 16 in Alternative Sentencing and 26 in the Mental Health Court. Between the two programs, 30 are pretrial, and 12 are post-adjudicated. Since last week, there have been 3 admissions and discharge due to non-compliance in ASP.

County Administrator Wozmak advised that the deadline has passed on August 31 for the Request for Proposals for the Financial, Operational, and Clinical Assessment of Maplewood Nursing Home, and that a total of 10 bids have been received from agencies from across the US. Wozmak advised that all proposals will be reviewed and that select bidders will be interviewed. Wozmak advised that it is anticipated that the study would be fully completed before the end of the year.

The schedule for work sessions to review County department budget requests was discussed. All department budgets are due on September 9, and all work sessions will be scheduled in late September and early October.

The Commissioners discussed the conversations which have been held with various area municipal select boards in regards to the financial structure and relationship between the County and Fire Mutual Aid (FMA), and reviewed the upcoming schedule to continue to meet with area select boards.

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**Cheshire County Commissioners Meeting**  
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Nguyen advised that the MacMillin Company has completed the interim repairs of the former Latchis Theater, and that the repairs primarily consisted of securing windows with plywood and stabilizing foam.

The repairs to the farm facilities, in addition to Open Barn Day which occurred on August 27, was briefly discussed. The vastly improved appearance and structural repairs of the farm facilities were noted.

A written report by Nursing Home Administrator Kindopp in regards to the policy and procedure and emergency responses taken by County staff at MNH due to Hurricane Irene was provided. The Commissioners commended Administrator Kindopp and all County staff at Maplewood Nursing Home, including the safety manager and facilities department, for the efforts made to ensure smooth operation and the greatest level of safety were achieved before, during, and after the storm. It was discussed that staff members responded highly professionally and demonstrated their commitment to a high level of care for MNH residents.

It was additionally discussed that of the three access points to MNH, the red-listed bridge on River Rd. (between Ferry Rd. and Partridge Brook Rd.) was the only access road that remained available after the two other entry points were flooded. Commissioner Pratt advised that he has learned that the Westmoreland Select Board has advised that the bridge, which was being considered to be closed, will be weight-restricted in the near future. Commissioner Pratt advised that there will be exceptions to the weight restriction for emergency responder vehicles.

Wozmak discussed an opportunity to apply for a Community Development Block Grant (CDBG) on behalf of the Monadnock Economic Development Corporation (MEDC) to make it possible for Samson Manufacturing Corporation to relocate from its current location to Black Brook Corporate Park in Keene. Wozmak explained that the County may apply for up to \$500,000 each year for housing, and up to \$500,000 each year for economic development projects, and that this opportunity would fall under the economic development project category. Wozmak advised that this project would likely result in a substantial number of new jobs to be created. Wozmak advised that a meeting of the Delegation was being scheduled for September 26, and advised that at that time, Jack Dugan, President of MEDC will request that the Delegation authorize the Commissioners to apply for this grant on behalf of MEDC.

Commissioner Pratt discussed a meeting he recently attended, organized by Senator Kelly regarding a funding status update for the proposed new Court House. Commissioner Pratt discussed various funding options and scenarios which were being considered due to new information obtained from the NH Business Finance Authority (BFA), and that a recommendation would be formed by the committee chaired by Senator Kelly to submit to the Governor and council by September 15.

Wozmak advised the Commissioners of bids received for 2 mechanical lifts and pads which will be used to assist in the transportation of nursing home residents within the facility. It was discussed that this capital equipment is included in this year's budget for Maplewood Nursing Home. Upon discussion, **Commissioner Zerba moved to accept the recommendation of the County Administrator, with consideration to maintain consistency and compatibility in terms of**

**MINUTES**  
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staff training and equipment operation with other existing equipment at Maplewood Nursing Home, to purchase two (2) mechanical lifts from ArjoHuntleigh in the total amount of \$10,987.91 and pads from Practical Products for Living, for a grand total amount not-to-exceed \$15,000.00 which was budgeted in the Maplewood Nursing Home capital outlay expenditures budget (Account #4900.97.52), seconded by Commissioner Patt. Voted unanimously.

**MANIFEST: Commissioner Patt moved to approve the manifest, seconded by Commissioner Zerba, passed unanimously.**

**MINUTES: Commissioner Zerba moved to accept the minutes of August 24, 2011, seconded by Commissioner Pratt. The motion passed, 2 yes and 1 abstention (Patt).**

Wozmak advised that he, along with Finance Director Trombly and Nursing Home Administrator Kindopp, recently participated in a meeting to discuss Medicaid penalty periods with Commissioner Toumpas and other staff from the NH Department of Health and Human Services (NH DHHS). Wozmak advised that information was provided regarding the impact of the newly aggressive stance by NH DHHS and its effect on the admissions and finances of Maplewood Nursing Home and the County. Wozmak advised that further discussions would likely occur in upcoming weeks.

Wozmak advised that the nurse call system had failed on the 2<sup>nd</sup> floor of MNH within the past week. Wozmak discussed that the system was 35 years old and that emergency repairs were being made by the facilities department. Wozmak advised that he understood that estimated costs to repair the nurse call system may be between \$10,000 and \$15,000, based upon previous work done to the 3<sup>rd</sup> floor call system. Wozmak advised that price quotes would be obtained as soon as possible to repair the 2<sup>nd</sup> floor call system.

Wozmak advised that the roof of the old jail is leaking from wear and tear of the facility. It was discussed that, without repair, the condition of the facility would be compromised and the likelihood that the facility may be repurposed into useable space would be diminished.

Wozmak advised that sewer pumps at the Cheshire County Court House had failed within the past week. It was discussed that repair or replacement of the pumps are estimated at \$3,000 to \$4,000, and emergency repairs would be made.

Wozmak advised that the clutch on the 4-wheel ranger used to perform work around the facilities department needed to be replaced, and that this repair is estimated to be \$1,000.

Wozmak advised that a fire hydrant at the old jail is in need of repair.

The Commissioners reviewed the calendar without change.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 9, 2011 9:30 AM**  
**House of Corrections, 825 Marlboro St., Keene, NH**

**Nonpublic session – At 11:35 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into nonpublic session to discuss consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county correctional facilities by county correctional superintendents or their designees. The motion was approved upon a roll call vote of Commissioners Zerba and Pratt. As a result of the deliberations in nonpublic session no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 12:05 PM.**

There being no further business, Commissioner Pratt adjourned the meeting at 12:06 PM.

Minutes approved at the meeting of September 14, 2011.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 14, 2011 9:30 AM**  
**County Administration, 33 West St., Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt, County Administrator Wozmak, Finance Director Trombly, Grant Support Specialist Desrosiers, Communications Specialist Crowell, Project Manager Nguyen, Westmoreland Selectman Hammond

Chairman Pratt opened the meeting at 9:30 AM.

Project Manager Nguyen reported on behalf of the Nursing Home Administrator that the Maplewood Nursing Home census is 135 total, with 2 in the hospital, and 4 on hospice care. There are 15 private-pay, 97 on Medicaid, 21 with Medicaid pending, and 2 known Medicaid penalties. There are 2 on skilled care. There have been 3 admissions, 3 deaths, and 0 discharges since last report.

Nguyen reported on behalf of the Superintendent that the jail census is 190 total, with 173 inmates in-house (143 males, 30 females), 4 being held at other institutions (2 at NH State Prison, 1 in Merrimack County, and 1 at the Secure Psychiatric Unit), 13 on electronic monitoring (8 pretrial, 5 sentenced) and 0 serving weekend sentences. There are 3 inmates on work release. There are a total of 26 inmates being held at the jail from other jurisdictions, including 1 NH state prisoner (male), 19 federal inmates (15 males, 4 females; 17 from VT, 2 from NH), and 6 from Rockingham County (all are female). There are a total of 45 male beds and 12 female beds available in the facility.

Nguyen reported on behalf of the ASP/MHC Program Director that the census at Alternative Sentencing/Mental Health Court program is 41 overall, with 17 in Alternative Sentencing and 24 in the Mental Health Court. Between the two programs, 29 are pretrial, and 12 are post-adjudicated. Since last week, there has been 1 admission in ASP and 2 discharges due to non-compliance in MHC.

Nguyen reported on behalf of the Human Resources Manager that the number of County employees is 454 total. Among the total number of employees there are 344 full-time, 24 part-time, 75 per diem (23 at DOC, 33 at MNH, 19 in other Keene-based offices), 1 contracted, 3 temporary, and 7 elected officials. Over the past week, there have been 3 terminations (2 voluntary, 1 involuntary), and 7 new hires (all at MNH). Hurley reported that there are 4 openings throughout the County (3 at MNH and 1 project manager in the Commissioners/Administration department).

Communications Director Crowell presented a rate change request for J.A. as a new hire as a Communications Specialist (dispatch) at the Sheriffs Department and provided the Commissioners with written documentation of the hiring recommendation. Crowell explained that based upon J.A.'s experience that a rate higher than the base rate is recommended. Crowell advised that she has received support from the Human Resources department regarding this hiring recommendation. It was also noted that the Commissioners had approved of filling this vacancy in the meeting of August 3, 2011. **Commissioner Patt moved to accept the recommendation of the Communications Director that J.A. be hired as a Communications Specialist at the Sheriffs Department at a rate of \$17.41 per hour, based upon his qualifications and years of experience, to be effective at the discretion of the department manager, seconded by Zerba. Voted unanimously.**

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**Cheshire County Commissioners Meeting**  
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County Administrator Wozmak advised that evaluation of the bids received for the Operational, Financial, and Clinical assessment of Maplewood Nursing Home is continuing and that certain bidders shall be interviewed soon.

The Commissioners discussed the conversations which have been held with various area municipal select boards in regards to the financial structure and relationship between the County and Fire Mutual Aid (FMA) and reviewed the upcoming schedule to continue to meet with the remaining select boards.

The Commissioners discussed the schedule for work sessions to review County department budget requests and also discussed the anticipated budgetary pressures for 2012, largely caused by the continuing increase of downshifting expenditures and reduced Medicaid reimbursement from the state.

The Commissioners advised that outside agencies who have submitted grant requests from the County as a part of the 2012 budget will be invited to upcoming Commissioners' meetings to obtain further information about each agency. The Commissioners advised that they are seeking a general overview of each respective agency's mission and the programs to be funded under each agency's grant requests. In addition, the Commissioners advised that they seek further information regarding the various budgetary constraints faced by each agency within the context of the overall economy over the past few years.

On behalf of the Human Resources Manager, Finance Director Trombly requested authorization to fill a 40 hour per week vacancy in the Dietary Department. Upon discussion, **Commissioner Patt moved to accept the recommendation of the Human Resources Manager to fill a 40 hour per week full-time Dietary Aide position in the Dietary Department, with consideration that this is a vacancy caused by staff turnover, seconded by Commissioner Zerba. Voted unanimously.**

Wozmak advised that the 2<sup>nd</sup> floor nurse call system at Maplewood Nursing Home has been made operational over the past week due to interim repairs made by the Facilities department.

**Nonpublic session – At 10:58 PM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into nonpublic session to discuss the hiring of a public employee. The motion was approved upon a roll call vote of Commissioners Pratt, Zerba and Patt. As a result of the deliberations in nonpublic session, a decision was made to accept the recommendation of the Director of Nursing to hire W.B. as a per-diem R.N. Supervisor within the Nursing Department at a rate of \$28.50 per hour based upon his background and experience, and that this per-diem hire will increase the total number of personnel that may be available on an as-needed basis. The Commissioners unanimously voted to return to public session at 11:05 AM.**

Grant Support Specialist Desrosiers presented an opportunity for the County to become the fiscal agent for the Greater Monadnock Medical Reserve Corps (GMMRC) and to apply for a \$5,000 grant from the National Association of County and City Health Officials (NACCHO), to support capacity

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building and professional development of GMMRC members. It was discussed that the GMMRC is a local organization comprised of medically trained volunteers to support public health and safety, especially as it relates to emergency preparedness, and that its mission is consistent with the Greater Monadnock Public Health Network (GMPHN) and the Multi-Agency Coordinating Entity (MACE). It was further discussed that, if approved by the Board of Commissioners, approximately \$13,000 of reserve funds from the GMMRC would be transferred to the County for fiscal management. Desrosiers advised that a 10% administrative fee to cover direct and indirect expenses would be collected on any grant funding obtained for the GMMRC, following County policy.

**Commissioner Zerba moved to accept the recommendation of the County Administrator to authorize the County Administrator to sign and execute any and all documents related to the National Association of County and Health Officials grant application in the amount of \$5,000 on behalf of the Greater Monadnock Medical Reserve Corps and, further, to become the fiscal agent for the Greater Monadnock Medical Reserve Corps, whose mission is consistent with the Greater Monadnock Public Health Network, seconded by Commissioner Patt. Voted unanimously.**

Desrosiers provided an update regarding the Assistance to Firefighters Grant (AFG) application, and reported that the following municipalities and agencies will be participating: Chesterfield, Troy Fire Department, Troy Ambulance, Surry, Dublin, Roxbury, Marlborough/Harrisville Ambulance, Sullivan, Village of Spofford, Harrisville, and Westmoreland to obtain a total of 152 Minitor Vs, and that the application will be in the amount of \$68,400, with a 5% cost share from the participating municipalities. Desrosiers advised that an electronic letter of support was needed from the Board of Commissioners. **Commissioner Zerba moved to accept the recommendation of the Grants Support Specialist to authorize the Chairman of the Board of Commissioners to electronically sign a letter of support for the Assistance to Firefighters Grant as discussed on behalf of the Board of Commissioners, seconded by Commissioner Patt. Voted unanimously.**

**Nonpublic session – At 12:05 PM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Zerba moved to go into nonpublic session to discuss the hiring of a public employee. The motion was approved upon a roll call vote of Commissioners Pratt, Zerba and Patt. As a result of the deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 12:25 PM.**

Trombly provided an update and reported that we will be borrowing the second Tax Anticipation Note (TAN) for this year in the amount of \$8 million and that funds should be received by September 29.

There being no further business, Commissioner Pratt adjourned the meeting at 12:29 PM.

Minutes approved at the meeting of September 21, 2011.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 21, 2011 9:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt, County Administrator Wozmak, Finance Director Trombly, Project Manager Nguyen, Westmoreland Selectman Hammond

Chairman Pratt opened the meeting at 9:42 AM.

The Commissioners acknowledged receipt of a letter from the Selectmen of Westmoreland regarding a roadside washout that they believe the County is responsible for addressing. The Commissioners met with Facilities Manager King and he will meet with the Town Road Agent to discuss resolving the situation.

Nguyen reported on behalf of the Superintendent that the jail census is 195 total, with 179 inmates in-house (147 males, 32 females), 4 being held at other institutions (2 at NH State Prison, 1 in Merrimack County, and 1 at the Secure Psychiatric Unit), 12 on electronic monitoring (7 pretrial, 5 sentenced) and 0 serving weekend sentences. There are 2 inmates on work release. There are a total of 32 inmates being held at the jail from other jurisdictions, including 1 NH state prisoner (male), 20 federal inmates (17 males, 3 females; 17 from VT, 3 from NH), and 8 from Rockingham County (all are female). There are a total of 41 male beds and 10 female beds available in the facility.

Nguyen reported on behalf of the ASP/MHC Program Director that the census at Alternative Sentencing/Mental Health Court program is 41 overall, with 17 in Alternative Sentencing and 24 in the Mental Health Court. Between the two programs, 29 are pretrial, and 12 are post-adjudicated. Since last week, there has been 1 admission in ASP and 2 discharges due to non-compliance in MHC.

Commissioner Patt discussed the Transitional Housing project through SCS. We will plan to meet with a representative from SCS to revisit this discussion to establish or affirm the county's responsibilities and financial exposure in this project, if any.

On behalf of the Human Resources Manager, Finance Director Trombly requested authorization to fill a 16-hour per week vacancy in the Dietary Department. Upon discussion, **Commissioner Patt moved to accept the recommendation of the Human Resources Manager to fill a 16 hour per week full-time Dietary Aide position in the Dietary Department, with consideration that this is a vacancy caused by staff turnover, seconded by Commissioner Zerba. Voted unanimously.**

The nursing home administrator spoke about the recently filled Environmental Services position on the first floor and Commissioner Patt noted that the first floor appearance had improved greatly.

Westmoreland Selectperson June Hammond noted that the Town had imposed a weight restriction on the bridge over Partridge Brook but that in an emergency (such as the recent flooding of Partridge Brook road) the restriction would be suspended in order that necessary or emergency access to the nursing home is not prevented.

Facilities Manager King discussed the bids he has received to replace the roof at the Blood Farm. Guyer bid \$22,150; D. Brothers \$24,872; TSK \$23,846; and A Fish \$21,100. The Commissioners will take the bids under advisement and will have a larger discussion with the Farm Committee about the long-term use and cost/benefit of the property.

King reported that we are winding up repairs to the various farm buildings and should be completed by the end of September. The Finance Director will recalculate the amount of funds remaining unspent in

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**Cheshire County Commissioners Meeting**  
**Wednesday, September 21, 2011 9:30 AM**  
**Maplewood Nursing Home, Westmoreland, NH**

the farm lines to see if there are sufficient funds to repair the Blood Farm roof.

King also updated the Commissioners on the LED conversion project at the nursing home. We are about half way done replacing nearly 1280 fixtures, including all new LED outside lighting. This should reduce our consumption of electricity.

King reported that he is also waiting on bids to repair the roof at the old jail that is leaking in several locations. He believes we should repair the roof in order that we avoid creating mold conditions inside the building. He reminded the Commissioners that we have disabled the heat and drained all water, including sprinklers and that we only introduce outside air to stabilize the building environment. It may be that merely pumping in outside air will be inadequate in controlling mold or mildew and that we may have to re-start the boiler to reduce the humidity levels in the building.

The Commissioners debriefed on the recent meetings with the towns regarding the funding of Mutual Aid.

On behalf of the Grants Support Specialist, Finance Director Trombly reported that the county received a grant from the NH Charitable Foundation in the amount of \$39,975 on behalf of the Monadnock Voices for their work in building a regional network to address underage drinking.

She also reported that the RBOG grant that the County applied for was not awarded funding in this round. However, we did receive \$22,000 to fill the funding gap in the Regional Prosecutor's program that will allow us to maintain that program without an increase to the participating towns.

Nguyen advised the Commissioners that there would be a brief ceremony regarding the newly installed medication drop box located at the Keene Police station.

The Commissioners approved the manifest. The Commissioners approved the minutes of September 14. The calendar was reviewed.

Commissioner Pratt updated the Commissioners on the status of the funding efforts for a new courthouse in Keene.

The Commissioners noted that this was the final day of work for Thanh as he heads off to a job at Dartmouth College. They recognized his excellent performance and the good work he provided to the County in many areas such as the Medication Take-Back initiative and the energy grant projects. He was well received in the community and worked hard on behalf of the county and we wish him well.

There being no further business, Commissioner Pratt adjourned the meeting at 11:52 AM.

Minutes approved at the meeting of September 28, 2011.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 28, 2011 9:00 AM**  
**House of Correction, 825 Marlborough Street, Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt, County Administrator Wozmak, Finance Director Trombly, Superintendent Van Wickler.

Chairman Pratt opened the meeting at 9:06 AM.

The Commissioners continued their discussion about the Westmoreland Selectmen's letter regarding the road washout area. Administrator Wozmak reported that the town road agent and the county Facilities Manager met for about an hour and came up with a plan that was immediately undertaken and completed. We will wait for the next rainstorm to determine the effectiveness of the work.

Captain Trevor Croteau from the Sheriff's Department requested permission from the Commissioners to apply for and participate in the Safe Commute grant program sponsored by Highway Safety Department. The amount is \$3,600 and this would require deputies to patrol at times they currently do not patrol (as the grant cannot supplant an already existing work schedule) with the goal of nabbing drivers who might be engaging in distracted driving. These would be overtime hours that are paid (because it has to be outside the normal deputy work schedule) and the grant will pay an amount to cover these exceptional hourly rates. There have been specific dates and times for these three-hour patrols. **Moved by Pratt, seconded by Zerba to approve the application for and use of the specified Highway Safety funds and the Safe Commute grant project. Voted unanimously.**

Croteau also requested permission to apply for and receive money recovered from drug busts that the county was involved in. The amount is \$9,476.10 and is from the Drug Enforcement Agency. The Commissioners advised Croteau that the funds needed to be appropriately tracked and expended only after having been appropriated for any specific use by the Delegation, much like the Deeds Surcharge Account. They advised Croteau that if the departmental understanding of how these funds could be used, that the Sheriff should speak to the Commissioners. **Moved by Pratt, seconded by Patt to authorize the Sheriff to apply for these drug enforcement funds. The motion was tabled pending a meeting with the Sheriff to make sure that the process to subsequently use the funds is clearly understood.**

Croteau also advised the Commissioners that it appears that the grant regarding the mobile command unit has been favorably awarded this year after years of trying. Wozmak asked if this was the grant that Cyndi worked on with Arlene. Croteau said yes, that Arlene had been submitting this grant for several years without success.

The Superintendent said that the jail census is 205 total, with 189 inmates in-house (158 males, 31 females), 4 being held at other institutions (2 at NH State Prison, 1 in Merrimack County, and 1 at the Secure Psychiatric Unit), 6 on electronic monitoring (6 sentenced) and 0 serving weekend sentences. There are 2 inmates on work release. There are a total of 35 inmates being held at the jail from other jurisdictions, including 1 NH state prisoner (male), 26 federal inmates (22 males, 4 females; 22 from VT, 3 from NH), and 8 from Rockingham County (all are female). There are a total of 30 male beds (a number which includes the administrative segregation housing unit) and 11 female beds available in the facility.

The Commissioners discussed with the Superintendent the reasons for the dramatically increasing jail census given that there are only 10 general population beds available. General population beds are distinguished from the administrative segregation beds. The Superintendent presented information that revealed that the bail patters remain unchanged over prior years and that the length of stay in 2011 is

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actually shorter than it was in 2010 (25 days vs. 29 days). The Superintendent said that the increase appears to be due to a significant increase in arrests for violation of a protective order, which as seen a more than 200% increase within the past 30 days. It is unclear if this trend will continue but it could force us to curtail taking federal, state or county (paying) prisoners. Commissioner Pratt felt that they should speak to the County Attorney and judges to discuss more electronic monitoring or other alternative to incarceration to free up bed space.

Wozmak reported on behalf of the ASP/MHC Program Director that the census at Alternative Sentencing/Mental Health Court program is 37 overall, with 17 in Alternative Sentencing and 20 in the Mental Health Court. Between the two programs, 27 are pretrial, and 10 are post-trial. Since last week, there has been 1 admission in ASP and 2 completions.

Commissioner Pratt opened a public hearing at 9:34 AM. Commissioner Pratt stated the purpose of the hearing was to explain and discuss the proposed Community Development Block Grant application for Samson Mfg.

Commissioner Pratt recognized Linda Mangones, CDBG Grant Administrator. Mangones explained that for technical reasons, it was necessary to hold this meeting as three separate public hearings: one for the Housing and Community Development Plan, one for the Anti-Displacement and Relocation Plan, and the other for the proposed project.

Mangones then presented an overview of the CDBG program. The County can apply for up to \$500,000 for housing and public facilities projects each year, and up to \$500,000 for economic development grants. All projects must meet the state goal of having primary benefit for low and moderate-income persons.

Mangones explained that the proposed application was for Samson Mfg who manufacture accessories for weapons and is a supplier to the government and others. Approximately \$250,000 will be for building rehabilitation and the remainder for new equipment necessary to fit out the building and expand the business. A written description of the project was available. The building is the former Innerpac Company, which was another very successful CDBG project of MEDC. Innerpac was so successful that another company purchased the company. MEDC continues to own the building. The Samson Company will produce a minimum of 25 new jobs. Commissioner Pratt opened the meeting to the public for questions, and there being none, the meeting was closed at 9:45 AM.

At 9:46 AM, Commissioner Pratt opened a public hearing regarding the Housing and Community Development plan. Mangones reviewed the County's Housing and Community Development Plan and went over some of the priorities in the plan. Copies of the HCD were available. The proposed project is consistent with the plan. Commissioner Pratt opened the meeting to the public for questions, and there being none, the meeting was closed at 9:48 AM.

At 9:49 AM, Commissioner Pratt opened a public hearing regarding the Residential Anti-Displacement plan. Mangones reviewed the County's Residential Anti-Displacement and Relocation Assistance Plan. The County has pledged in both this plan and the HCD plan to minimize displacement of households. If a project results in permanent or temporary displacement of residents, the County or Subrecipient must assist the affected residents in accordance with the requirements of the plan. Copies of the plan were available. The project under consideration today does not have temporary relocation issue.

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**House of Correction, 825 Marlborough Street, Keene, NH**

Commissioner Pratt opened the meeting to the public for questions, and there being none, the meeting was closed at 9:52 AM.

The Commissioners discussed that both the Housing and Community Development plan and the Residential Anti-Displacement plan have been adopted several times in the past by the Board of Commissioners, and that reaffirmation and readoption of the plans most often include appropriate updates.

Upon further discussion, **Commissioner Zerba moved to approve and support the County's grant application to the New Hampshire Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds to be used Monadnock Economic Development Corporation (MEDC) with funds to be used for improvement to an industrial building at 1 Partition Place in Keene, NH and then leased to Samson Manufacturing Corporation and a loan to Samson Manufacturing Corporation for the purchase of new equipment; that the Commissioners reaffirm the Housing and Community Development Plan and adopt the Displacement and Relocation Plan; that the County will accept the grant if it is approved and enter into a contract with the Community Development Finance Authority; and, further, that the Chairman of the Commissioners and/or the County Administrator is authorized to execute any documents which may be necessary for the project. Commissioner Patt seconded the motion. Voted unanimously.**

Administrator Wozmak requested authorization to fill a 24-hour per week vacancy in the Dietary Department. The employee resigned due the physical demands being greater than she could tolerate. Upon discussion, **Commissioner Patt moved to accept the recommendation of the Human Resources Manager to fill a 24 hour per week Dietary Aide position in the Dietary Department, with consideration that this is a vacancy caused by staff turnover, seconded by Commissioner Zerba. Voted unanimously.**

The Commissioners then met with three state representatives from Grafton County who asked to visit and tour the jail and discuss various operational and staffing aspects. Those Grafton County representatives were Susan Almy, Suzanne Smith and Rick Ladd. There was a long discussion and presentation regarding architecture and staffing followed by a tour of the facility.

The Commissioners debriefed on the schedule of meetings with the towns regarding the funding of Mutual Aid.

Finance Director Trombly reported that the tax anticipation note sale (TANS) was successful and that Oppenheimer won with a bid of 1.4486%, net of discounts for the \$8 million note.

The Commissioners approved the manifest. The Commissioners approved the minutes of September 21. The calendar was reviewed.

There being no further business, Commissioner Pratt adjourned the meeting at 12:01 PM to work on the budget with staff.

Minutes approved at the meeting of October 5, 2011.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 5, 2011 9:00 AM**  
**County Administration, 33 West St., Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt, County Administrator Wozmak, Finance Director Trombly.

Chairman Pratt opened the meeting at 9:03 AM.

Wozmak reported that the census at Maplewood was 136 with 3 in the hospital, 5 who are Medicare A, 97 Medicaid, 20 pending Medicaid and two have a known penalty. Thus, there are 22 residents for which the county is not receiving any reimbursement for their care. There are 14 private pay and 3 hospice patients. Since last week there have been 2 deaths and 2 admissions.

Wozmak reported on behalf of the Superintendent that the jail census is 203 total, with 187 inmates in-house (158 males, 29 females), 4 being held at other institutions (2 at NH State Prison, 1 in Merrimack County, and 1 at the Secure Psychiatric Unit), 12 on electronic monitoring (6 pretrial, 6 sentenced) and 0 serving weekend sentences. There are 0 inmates on work release. There are a total of 36 inmates being held at the jail from other jurisdictions, including 1 NH state prisoner (male), 27 federal inmates (23 males, 4 females; 23 from VT, 4 from NH), and 8 from Rockingham County (all are female). There are a total of 31 male beds and 13 female beds available in the facility.

Nguyen reported on behalf of the ASP/MHC Program Director that the census at Alternative Sentencing/Mental Health Court program is 39 overall, with 19 in Alternative Sentencing and 20 in the Mental Health Court. Between the two programs, 28 are pretrial, and 11 are post-trial. Since last week, there has been 1 admission in ASP and 1 successful completion in MHC.

There was an update on the meetings being held in the various county towns to discuss the mutual aid funding process. Commissioner Aaron Patt met with the Alstead Selectmen last night and is meeting with Harrisville tonight and Roxbury next week. The Commissioners received a list of dates from Mutual Aid director Phil Tirrell regarding dates that they could meet with the Commissioners to review the mutual aid budget. None of these dates coincide with normal Commissioners' meeting dates so the Commissioners decided to meet on October 18<sup>th</sup> from 2:30PM to 5:30PM to accommodate mutual aid's schedule of availability.

They discussed the existing agreement (the MOU) with Mutual Aid and asked Mr. Wozmak to draft some amendments that reflect the change in process whereby the Commissioners will review, in depth, each line item of the Mutual Aid budget. They will be making this change in large part due to the feedback received from the many towns they have visited who continue to want the county to be involved in overseeing the mutual aid operation on behalf of the towns.

County Administrator Wozmak advised that evaluation of the bids received for the Operational, Financial, and Clinical assessment of Maplewood Nursing Home has concluded and that three shall be interviewed in early November.

HR Manager Hurley reported that the number of County employees is 452 total. Among the total number of employees there are 344 full-time, 24 part-time, 75 per diem, 1 contracted, 3 temporary, and 7 elected officials. Over the past week, there have been no terminations, and 3 new hires (2 at MNH, 1 at the Sheriff's Dept.). Hurley reported that there are 5 openings throughout the County (3

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**Cheshire County Commissioners Meeting**  
**Wednesday, October 5, 2011 9:00 AM**  
**County Administration, 33 West St., Keene, NH**

at MNH and 1 project manager in the Commissioners/Administration department and 1 Accounting Assistant in Finance).

Monadnock Family Services came before the Commissioners to discuss their budget request. MFS has experienced state funding cuts of \$1 million over the past two years. Their total budget is approximately \$9 million. As a result, they have had to lay off many people; initiate pay reductions; cease contributions to pension plans while at the same time, managing a growing need for services. They have seen their population of chronically mentally ill patients increased about 53% in two years. The numbers of the most needy of the mentally ill have risen from 457 to 700, and, services in the Emergency Room of Cheshire Medical Center have also increased dramatically. They serve a total of nearly 1500 adult citizens in the community, which is 2% of the county population. They are expecting another large reduction in Medicaid funding this year and do not know how they will be able to serve an increasing population. While they do conduct other fundraising activities, their operation ended last year with a \$500,000 deficit. They continue to operate at an approximate deficit of \$50,000 each month. The county funding is increasingly essential, in addition to the funding that they request from individual towns. Town funding requests are based on a cost formula drawn from the population base of each town to provide services to each specific town's residents. MFS rarely gets sufficient funds from individual towns to cover the cost of the services actually provided to town's residents. The Commissioners advised MFS to make certain that they clearly articulate their funding stream issues and current financial condition to the Executive Committee when they appear for their budget session in early 2012.

The Commissioners approved the minutes of September 28<sup>th</sup>. The Commissioners approved the manifest. The Commissioners reviewed the calendar and Administrator Wozmak advised them of the date (October 25<sup>th</sup> at 5:30PM) for the meeting of the towns participating in the Regional Prosecutor program. Any town in the county is invited to attend to participate in the annual update.

There being no further business, Commissioner Pratt adjourned the meeting at 11:12 AM to conduct a work session on the 2012 budget.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 12, 2011 9:30 AM**  
**House of Correction, 825 Marlboro Street, Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt, County Administrator Wozmak, Finance Director Trombly, HR Manager Hurley and Superintendent Van Wickler.

Chairman Pratt opened the meeting at 9:30 AM.

The minutes of October 5 were approved subject to fact checking with Monadnock Family Services regarding the information they provided.

The manifest was approved.

Wozmak reported that the census at Maplewood was Census is 133, with 2 in hospital. We have 5 Medicare, 98 Medicaid, 17 pending, 2 in known penalty, 13 private and 1 hospice. Since last week, there have been 3 deaths, 1 discharge home and 1 admission.

The Superintendent said that the jail census is 197 total, with 183 inmates in-house, 10 on electronic monitoring and 0 serving weekend sentences. There are 0 inmates on work release. There are a total of 36 inmates being held at the jail from other jurisdictions. There are a total of 17 male beds and 10 female beds available in the facility.

The ASP/MHC Program census is 38 overall, with 19 in Alternative Sentencing and 19 in the Mental Health Court. Between the two programs, 28 are pretrial, and 10 are post-trial. Since last week, there has been 1 admission in ASP and 1 successful completion in MHC. Finance Director Trombly said that the Outside Services line is being monitored with staff to reduce expenditures to match the appropriation. There remains a \$3,500 gap to be closed before the end of the year. The funding cut caused the amount of client service fees to be reduced by about half in order to close the gap. She believes that the gap will continue to narrow.

HR reported a total of 452 county employees with 39.94 FTE's vacant. There was discussion about the new format for statistical reporting by HR.

Commissioner Aaron Patt reported that his meeting with the Gilsum Selectmen to discuss Mutual Aid funding was cancelled due to the holiday but that his meeting with the Harrisville Selectmen was held with two of their three selectmen.

Wozmak reported that a joint agreement with the City of Keene was made to study the impact on parking from the Latchis Theater footprint and surrounding area. This information will be used by the Commissioners in formulating a recommendation to the Delegation about the disposition of the Latchis building.

Wozmak reported that he has invited three companies to be interviewed for the nursing home operational study out of the eleven that submitted proposals. Those interviews will take place on November 4<sup>th</sup>.

Atonya Hart joined the Commissioners from the Monadnock Region Child Advocacy Center. The Center provides a range of services to child victims of sexual and physical abuse, under protocols

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**House of Correction, 825 Marlboro Street, Keene, NH**

developed by the NH Attorney General's office. Reports of such abuse are filed with the state by local police departments and the Center gets involved in cases at the felony level. They somewhat split the caseload with the Division for Children, Youth and Families Services (DCYF) and conduct interviews with children plus refer them to trauma-focused therapy services. They are an independent, non-profit agency initially funded by NH DHHS funds but now that funding has been cut back significantly. They receive a federal VOCA grant in the amount of \$20,000 against an agency budget of \$114,000. They have also received a grant from the NH Children's Charitable Foundation in the amount of \$12,000. Fundraisers also help raise some monies for their operating budget.

The Commissioners asked many questions to distinguish the Center from services provided by others, such as DCYF, Victim-Witness and Monadnock Family Services. One distinction mentioned was that the DCYF only handles child abuse cases that take place within the family domicile and as part of the family unit. So the Center would handle all other cases of child sexual abuse that happen outside the home. The Center staff provide forensic interviews of sexual abuse victims and provide training on this type of interview methods to DCYF so that DCYF can offer this service to victims in the home. The Center is brought in to assist town police departments in interviewing children during investigations of such events, often prior to the involvement of DCYF. They outlined that they augment and coordinate a multi-disciplinary teaming approach to child abuse intervention, prosecution and treatment. They have served 134 children thus far in 2011 from the Cheshire County towns. They have been providing this service for four years.

The Commissioners next met with Keith Thibault and Bill Marcello from Southwest Community Services to discuss energy efficiency programs and a company called Next Steps. Next Steps approached the county seeking to gain an endorsement of their services in hopes that they can expand their work in the county. This is one of several certified entities that work with power companies like PSNH for energy related rebates of home energy efficiency improvement projects. The Commissioners wanted to know from SCS if endorsing Next Step would create any conflict or if it encroached upon activities already being done by SCS. They were told that it would not because SCS deals mostly with low to moderate income homes and Next Step's interest is in providing this service to middle income home owners. The Commissioners took the endorsement issue under advisement.

The Commissioners reviewed the County's grant submission process and received an update on recent grant activity. They asked the Administrator to remind all those seeking grant assistance that revenue from grants is a critical aspect of the county budget and that administration fees must be allocated in all cases unless specifically waived by the Commissioners. The Commissioners felt that all grants requiring Commissioner signatures should be advanced through a single point of contact: the Grant Support Specialist.

Wozmak updated the Commissioners on pending legislation that could affect whether Medicaid continued to pay for Medicaid-eligible residents of the Assisted Living facility. We currently have nine residents being paid through what is called the HCBC-ECI waiver. We will track the progress of this federal legislation.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 12, 2011 9:30 AM**  
**House of Correction, 825 Marlboro Street, Keene, NH**

Wozmak reviewed three bids he received for insulating the courthouse. He recommended going with the lowest bid of \$50,000 submitted by Next Step Living, Inc from North Hampton, NH. The Commissioners voted to accept the low bid of Next Step Living, Inc.

**Nonpublic session – At 11:20 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss hiring of a public employee. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, Commissioner Zerba made a motion; seconded by Patt, that the County Administrator is authorized to conduct several interviews for applicants to the position of Assistant to the County Administrator and to make a recommendation to the Commissioners following the interviews. Voted unanimously. The Commissioners unanimously voted to return to public session at 11:48 AM.**

**Nonpublic session – At 11:49 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 12:45 AM.**

The Commissioners noted that there would be a Regional Prosecutor's meeting on October 25<sup>th</sup> at 5:30 in the July Assembly Room of Superior Court to which all the police agencies and Selectmen are invited. County Attorney Heed is arranging the meeting. This meeting is intended to check in with those participating in the program and to discuss the program in general.

The Commissioners also felt that at least twice a year, when they meet at Maplewood Nursing Home, that they should conduct a tour of the facility and report on conditions there, particularly in light of the soon-to-be-beginning consulting work regarding the aging facility.

There being no further business, Commissioner Pratt adjourned the meeting at 12:49 PM to conduct a work session on the 2012 budget.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 19, 2011 9:00 AM**  
**County Administration Building, 33 West Street, Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt, County Administrator Wozmak, Finance Director Trombly.

Chairman Pratt opened the meeting at 9:00 AM.

The manifest was approved.

The minutes of October 5<sup>th</sup> and October 12<sup>th</sup> were approved. The calendar was reviewed. Administrator Wozmak will attend the NHAC Annual meeting in North Conway to present awards to three county employees: The Corrections Superintendent Van Wickler as Corrections Superintendent of the Year; Evelyn Hubal, Register of Deeds of the Year and finance/payroll employee Stacy Corliss as County Employee of the Year. In addition, Jack Dugan from Monadnock Economic Development Corporation (MEDC) will be receiving the Roland Roberge Corporate Citizenship Award for his work on the Keene Courthouse project.

Wozmak reported the census at Maplewood as 134 with 3 in the hospital, 5 skilled, 14 private, 1 on hospice with 98 Medicaid residents and 16 Medicaid-pending residents. One resident has a penalty period against them. There were three admissions in the past week with two discharges.

The Superintendent said that the jail census is 178 total, with 163 inmates in-house, 9 on electronic monitoring and 0 serving weekend sentences. There are 0 inmates on work release. There are a total of 26 inmates being held at the jail from other jurisdictions. There are a total of 32 male beds and 14 female beds available in the facility.

The ASP/MHC Program census is 37 overall, with 19 in Alternative Sentencing and 18 in the Mental Health Court. Between the two programs, 28 are pretrial, and 9 are post-trial. Since last week, there has been 1 admission in ASP and 1 successful completion in MHC.

The Commissioners reviewed the 3-page matrix of the HR census report.

Commissioner Patt discussed his recent meeting with the Dublin Selectmen regarding mutual aid funding.

**Nonpublic session – At 9:12 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss hiring of a public employee. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, Commissioner Zerba made a motion; seconded by Patt, that the County Administrator is authorized to make an offer to the successful applicant for the position of Assistant to the County Administrator. Voted unanimously. The Commissioners unanimously voted to return to public session at 9:19 AM.**

The Commissioner discussed their draft letter to DHHS Commissioner Toumpas regarding the profound delays in the processing of Medicaid applications and the financial impact upon the county's finances.

Capt. Trevor Croteau from the Sheriff's Department sought the signature of the Chairman of the Commissioners in order to access the drug recovery funds that was discussed at an earlier Commissioners' meeting. The Commissioners were willing to authorize the Chair of the Commissioners

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 19, 2011 9:00 AM**  
**County Administration Building, 33 West Street, Keene, NH**

to sign with the understanding that any actual use or spending by the Sheriff's Department of these recovered funds would need to be an approved appropriation by the Delegation not unlike the Deeds Surcharge Account. Capt. Croteau said he understood.

Commissioner Pratt reiterated to Capt. Croteau the Commissioners new policy that, out of an essential need to generate revenue to offset costs, that each and every grant that is applied for contain an allocation for administrative expenses, currently set at 10% unless specifically waived by the Commissioners or not allowed by the grant source. Pratt also clarified that, in an effort to make grant processing consistent, that the Grant Support Specialist must advance all grants coming before the Board.

The Superintendent of the House of Corrections provided an update for the Commissioners of the most recent inmate medical issue. A person was arrested and jailed on a violation of probation. He apparently failed to report a change of address. Shortly after being booked, the inmate needed to be hospitalized for a severe foot infection. The doctors determined that the leg needed to be amputated. After much communication between the prosecuting parties and the Superintendent, the charges were dropped. However, the county jail budget and the taxpayers will be billed for what could be a \$60,000 medical expense in addition to the overtime of correctional officers required to be at the hospital 24/7.

This case was similar to another case of a man who was extradited when he moved out of state without permission. He was booked into the jail on a violation of probation. Within 24 hours he required emergency medical treatment and had an extended hospital stay with a medical bill to the county of \$48,900 in addition to overtime wages paid to correctional officers at the hospital on a 24/7 basis. Again, inquiries were made as to the importance of the prosecution of this man. The man served a period of time at the jail once discharged from the hospital.

The Commissioners discussed the increasing need for better coordination between criminal justice entities and a greater sensitivity to the costs to the taxpayer for law enforcement and prosecution efforts. Clearly, serious crime needs to be addressed, but frequently, taxpayers are on the hook for profound amounts of money for inmate medical care where there is little meaningful justice to be achieved. They will plan to discuss prosecution decisions within the larger criminal justice community to achieve a better balance between the zeal of prosecution and the costs of prosecution and perhaps deal with these cases before the jail has expended significant amounts of money on cases that ultimately get dismissed.

The Commissioners met with Richard Olmstead, Richard Skeels and Barbara Duckett, of Home Healthcare, Hospice and Community Services. They discussed the agency and the services they provide noting that Medicare is the largest funding source for healthcare but that the agency provide other services like transportation, meals on wheels, adult daycare and maternal-child health services for high-risk mothers. HCS has been receiving funding from the county for many decades.

There being no further business, Commissioner Pratt adjourned the meeting at 1:00 PM to conduct a work session on the 2012 budget.

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 26, 2011 9:30 AM**  
**Maplewood Nursing Home, 201 River Road, Westmoreland, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt, County Administrator Wozmak, Finance Director Trombly, Human Resources Manager Hurley, Facilities Manager King, Nursing Home Administrator Kindopp, Project Manager Bouchard and Robin Christopherson, Executive Director of the Monadnock Center for Violence Prevention (MCVP).

Chairman Pratt opened the meeting at 9:30 AM.

The Commissioners approved the manifest.

The Commissioners approved the minutes of October 19<sup>th</sup>.

At the Commissioners meeting of 09-14-11 the Commissioners advised that outside agencies who have submitted funding requests from the County as a part of the 2012 budget will be invited to upcoming Commissioners' meetings to obtain further information about each agency. The Commissioners advised that they are seeking a general overview of each respective agency's mission and the programs to be funded under each agency's grant requests. In addition, the Commissioners advised that they seek further information regarding the various budgetary constraints faced by each agency within the context of the overall economy over the past few years.

Administrator Wozmak reported on behalf of the Superintendent that the jail census is 177 total, with 164 inmates in-house, including 19 Federal inmates (4 NH – 15 VT) 6 Females from Rockingham County, 7 on electronic monitoring and 0 serving weekend sentences. There are a total of 35 male beds and 13 female beds available in the facility.

Administrator Wozmak report on behalf of the ASP/MHC Program Director that the census at Alternative Sentencing/Mental Health Court program is 40 overall, with 22 in Alternative Sentencing and 18 in the Mental Health Court. Since last week, there have been 1 admission in ASP and 0 completions in ASP/MHC.

Administrator Wozmak reported on behalf of the Nursing Home Administrator that the Maplewood Nursing Home census is 134 total, with 1 in hospital. There are 5 Medicare, 14 private-pay, 97 on Medicaid, 17 with Medicaid pending, and 1 known Medicaid penalty. There are 2 Hospice patients. There have been 3 admissions, 1 death, and 1 discharge home since last report.

Director Hurley of the Human Resources Department reported that the number of County employees is 452 total. Among the total number of employees there are 343 full-time, 22 part-time.

Facilities Manager King reported that the sewer pump bid ad yielded three companies who made a visit to the courthouse location for a site visit but that only one bid was received. He was asked to make an effort to seek more than one bid for the work. He discussed the pricing he is receiving for fuel prices by both bid and spot market pricing. The Commissioners requested additional information before they are to make a decision regarding pre-purchase of fuel. As to the Blood Farm roof, the Commissioners decided that it was not likely that the roof would be replaced this year provided that the current leaks have been patched. King and Administrator Kindopp asked the Commissioners to authorize the Facilities Department to undertake pre-wiring for the anticipated

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, October 26, 2011 9:30 AM**  
**Maplewood Nursing Home, 201 River Road, Westmoreland, NH**

replacement nurse-call system. It requires about 20,000 feet of wiring and facilities staff can accomplish it if the Commissioners authorize the funds to purchase the wire. Upon a Motion made by Commissioner Zerba, seconded by Commissioner Patt, the Commissioners voted to instruct the nursing home administrator to re-direct up to \$4,500 from 2011 capital or operating expenses to purchase the wire necessary for the nurse-call system. One third of the call system has been replaced and the remainder of the building is in the 2012 budget. The system has failed on several occasions and is 36 years old with no source for replacement parts.

At 10:30AM the Commissioners met with Robin Christopherson from MCVP who described the program. The Commissioners advised that outside agencies that have submitted funding requests from the County as a part of the 2012 budget will be invited to upcoming Executive Committee meetings to obtain further information about each agency. The Commissioners advised that they are seeking a general overview of each respective agency's mission and the programs to be funded under each agency's grant requests. In addition, the Commissioners advised that they seek further information regarding the various budgetary constraints faced by each agency within the context of the overall economy over the past few years.

Christopherson said that in 2010, they served a total of 1,084 victims, of which 976 were females. 773 of the cases related to domestic violence and 197 relating to sexual violence in addition to stalking and other categories. They held 39 shelter guests for a total of 1,814 bednights. Their total budget is about \$500,000 funded primarily by federal, state and county grants as well as the United Way. About 20% of their funding comes from private foundations and individual support or fundraisers. They rely very heavily on their location within the courthouse as this provides a safe location. They offer Prevention, Education and Outreach program in schools and in the community. They have experienced a \$27,000 cost 'downshift' due to funding reductions and have had to eliminate one position.

**Nonpublic session – At 11:13 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss hiring of a public employee. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session, Commissioner Zerba made a motion; seconded by Patt, to authorize the County Administrator to hire RB as the Assistant to the County Administrator at a grade 5 (\$21.37) based on his background, education and experience. Voted unanimously. The Commissioners unanimously voted to return to public session at 11:50 AM.**

There being no further business, Commissioner Pratt adjourned the meeting to conduct a work session on the 2012 County Budget.

Respectfully Submitted,

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 2, 2011 9:30 AM**  
**House of Correction, 825 Marlboro Street, Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt, County Administrator Wozmak, Finance Director Trombly, Westmoreland Selectman Hammond, Project Manager Bouchard, Community Kitchen Representatives Phobe Bray, and Sharon Jozzo. Sheriff Foote joined the meeting at approximately 09:45.

Chairman Pratt opened the meeting at 9:30 AM.

The Commissioners advised that outside agencies that have submitted funding requests from the County as a part of the 2012 budget will be invited to upcoming meetings to obtain further information about each agency. The Commissioners advised that they are seeking a general overview of each respective agency's mission and the programs to be funded under each agency's grant requests. In addition, the Commissioners advised that they seek further information regarding the various budgetary constraints faced by each agency within the context of the overall economy over the past few years.

Phobe Bray and Sharon Jozzo were present to discuss the Community Kitchen 2012 budget submission request. Ms. Bray and Ms. Jozzo were introduced and discussion commenced regarding the Community Kitchens current funding situation vs. needs of the county population being served. The presentation and resulting discussion brought to light that over 100 hot meals are served each day from the kitchen and 3,921 people were provided grocery boxes during September from the pantry. The total number of meals supplied from the pantry was 35,281 during this period. Over 90% of the recipients are Cheshire County residents and the bulk of beneficiaries are classified as working poor. Further, it is expected that over 1,500 boxes of food will be supplied to the kitchens clientele in anticipation of the Thanksgiving holiday. Ms. Bray and Jozzo also informed the Commissioners that the FDA program that is a main supplier of food stuffs to the program has been cut approximately 40%. Also because of decreased cash flow from donations and funding sources, they are unable to buy food for either the kitchen or pantry programs and instead both programs must rely on direct food donations. In addition, local supermarkets have cut back on stock inside the stores and, hence, have less to donate. The Kitchen is very concerned about both money for food and food donations.

The Commissioners then took up the history and current status of the Radio Frequencies owned by the County and covered the existing MOU in place between the County and FMA. They provided the County Administrator with guidance on drafting a letter to send to Mutual Aid regarding the continued use of the frequencies.

Administrator Wozmak reported on behalf of the Nursing Home Administrator that the Maplewood Nursing Home census is 135 total, with 1 in hospital. There are 5 Medicare, 16 private-pay, 97 on Medicaid, 17 with Medicaid pending, and 1 known Medicaid penalty. There have been 2 admissions, 1 death, and 0 discharges since last report.

Administrator Wozmak reported on behalf of the Superintendent that the jail census is 186 total, with 145 inmates in-house, including 19 Federal inmates (4 NH – 15 VT) 6 Females from Rockingham County, 7 on electronic monitoring and 0 serving weekend sentences. There are a total of 29 male beds and 14 female beds available in the facility.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 2, 2011 9:30 AM**  
**House of Correction, 825 Marlboro Street, Keene, NH**

Administrator Wozmak report on behalf of the ASP/MHC Program Director that the census at Alternative Sentencing/Mental Health Court program is 40 overall, with 22 in Alternative Sentencing and 18 in the Mental Health Court. Since last week, there have been 1 admission in ASP and 0 completions in ASP/MHC.

Director Hurley of the Human Resources Department reported that the number of County employees is 448 total. Among the total number of employees there are 340 full-time, 22 part-time, and 76 per diem employees available from the per diem pool (23 at DOC, 34 at MNH, 19 in other Keene-based offices), 1 contracted, 3 temporary, and 7 elected officials.

A short discussion ensued concerning additional personnel needed for the Dietary Department and specific training and regulatory requirements that need to meet for dietary personnel. Director Hurley reported on the status of recruitment for the open IT Specialist and Director of IT positions.

Also discussed was the exit process for terminating employees and the procedures that need to be followed to satisfactory complete the exit/termination process. The majority of the Commissioners would like a greater amount of attention paid to exit interviews and would like these to be mandatory to the extent practicable.

There being no further business, Commissioner Pratt adjourned the meeting to conduct a work session on the 2012 County Budget.

Respectfully Submitted,

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 9, 2011 9:30 AM**  
**County Administration Office, 33 West St., Keene, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt, County Administrator Wozmak, Finance Director Trombly, HR Director Hurley, Superintendent Van Wickler, County Attorney Heed, Alternative Sentencing Program Director Potter, Project Manager Bouchard, Elizabeth Brown from the Juvenile Conference Committee and the Child in Need of Services (CHINS) programs.

Chairman Pratt opened the meeting at 9:30 AM.

Commissioner Pratt thanked County Attorney Heed for attending the meeting and asked Administrator Wozmak to outline the Commissioner's concern around health care costs for individuals incarcerated at the County Department of Corrections. An individual's health care requirements become the responsibility of the county after the individual is arrested by local and state police agencies and brought to the HOC. In certain instances the cost of the care compared to the offense that led to incarceration is completely out of balance as the individual may not be a threat to the greater society or is under incarceration as part of administrative consequences such as probation violation. Several examples were given. In each instance the offense seemed minor while the medical care they received while incarcerated costs the county tens of thousands of dollars in medical fees and hundreds of man hours.

County Attorney Heed stated that he was already aware of the some of the issues and had personally intervened in situations where individuals who had preexisting medical conditions were expedited from custody when appropriate, to avoid high cost medical treatments being charged to the County.

Discussion followed about the need to coordinate with the various police agencies, prosecutors, defense attorneys and court personnel when a person with immediate or potentially high cost medical needs is incarcerated. The problem concerning the cost of prosecution for certain offences vs. the interest of justice was raised when it was pointed out that the County has incurred over \$200K in inmate medical costs within the last 12 months. Wozmak said the ultimate goal is to increase awareness of this issue throughout the entire criminal justice system. He said he completely understands that not all law enforcement actions or prosecution decisions have the luxury of taking an offender's medical condition into account, but that nonetheless, tax dollars pay for all of it in the end.

Director Potter mentioned that some NH counties had adopted the Crisis Intervention Team (CIT) approach tasked with providing triage for incoming inmates. County Administrator Wozmak then explained in greater detail the workings of a CIT program and its possible applicability to the County.

Administrator Wozmak stated that he believed it would be educational and beneficial to all parties involved in the judicial process to gain greater awareness of the costs, problems, options, and possible alternative solutions available for a person who is arrested and requires or will imminently require urgent non-standard or high cost medical support services.

County Attorney Heed was asked how the Commissioners could assist him in an outreach effort from his office to local and state police agencies as well the courts to explain the Counties concerns. It was determined that a follow up session would help frame out next steps.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 9, 2011 9:30 AM**  
**County Administration Office, 33 West St., Keene, NH**

Project Manager Bouchard reported on behalf of the Nursing Home Administrator that the Maplewood Nursing Home census is 137 total, with 1 in hospital. There are 6 Medicare, 18 private-pay, 100 on Medicaid, 15 with Medicaid pending, 1 known Medicaid penalty and 4 in hospice. There have been 3 admissions, 1 death, and 1 discharge, and no deaths since last report.

Superintendent Van Wickler supplied the Commissioners a jail census which reported 180 total, with 144 inmates in-house, including 17 Federal inmates (4 NH – 13 VT) 5 Females from Rockingham County, 8 on electronic monitoring and 0 serving weekend sentences. There are a total of 32 male general purpose beds and 12 female general purpose beds available in the facility.

Superintendent Van Wickler reported that one of his Correctional Officers had suffered a mild heart attack and that his staff in general is under a great deal of stress because, as noted in the earlier discussion about medical expenses, to guard inmates while they are in hospital creates an overtime requirement and his staff are getting to the point where its not advisable to have them continue to work overtime and regular shifts over and over. Discussion commenced around the requirement of DOC to provide officers for hospital guard duty and the impact it has on DOC personnel.

Commissioner Pratt asked if the current transport per-diem pool employees could help alleviate the situation. Superintendent Van Wickler stated that he had already polled the per-diem pool and found a very low level of interest. He also stated that DOC evaluates each patient/inmate on a number of criteria including medical state and flight risk when making the decision to assign one or two officers to each inmate during their hospitalization.

Director Potter reported that the census at Alternative Sentencing/Mental Health Court program is 41 overall, with 23 in Alternative Sentencing and 18 in the Mental Health Court. Since last week, there have been 2 admission in ASP and 0 completions in ASP/MHC.

Director Potter related a meeting that he held with Judge Burke and the Regional Prosecutor Office regarding the diminished capacity of the Alternative Sentencing Program to accept new clients due to funding cutbacks in his department. He also reported out his findings regarding the breakdown of staff resource allocation percentages that was requested by the Commissioners at a prior Commissioners meeting. Director Potter stated that based on his analysis approximately 27% of his departments time was spent face-to-face with clients and 27% was spent performing collateral contact with other agencies. 12% of total time was spent in court and court related activities with 2% allocated to travel. The remaining percentages were taken up with general administrative and direct supervision tasks.

Director Hurley of the Human Resources Department reported that the number of County employees is 449 total. Among the total number of employees there are 340 full-time, 22 part-time, and 77 per diem employees available from the per diem pool (23 at DOC, 35 at MNH, 19 in other Keene-based offices), 1 contracted, 3 temporary, and 7 elected officials.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 9, 2011 9:30 AM**  
**County Administration Office, 33 West St., Keene, NH**

**Commissioner Pratt moved to amend and accept the minutes of the 11/2/2011 meeting and to accept without amendment the minutes of the 10/26/2011 meeting and to accept the manifest as presented. Motion passed unanimously.**

The Commissioners advised that outside agencies that have submitted funding requests from the County as a part of the 2012 budget will be invited to upcoming meetings so that the county's executive group can obtain further information about each agency. The Commissioners advised that they are seeking a general overview of each respective agency's mission and the programs to be funded under each agency's grant requests. In addition, the Commissioners advised that they seek further information regarding the various budgetary constraints faced by each agency within the context of the overall economy over the past few years.

Director Trombly provided an overview of the history of the services provided by the former Human Services office of the County and their transition over to the programs now provided by the CHINS and JCC.

Elizabeth Brown was introduced to the Commissioners and others attending the meeting and provided the attendees with an overview of the current programs. Ms. Brown said that Judy Sadowski had primary responsibility for the JCC program and that she has primary responsibility for the CHINS program. The Juvenile Conference Committee is a pre-adjudicated intervention program for juvenile first time offenders that meet eligibility criteria as an alternative to formal juvenile court proceedings. Ms. Brown stated that the age range served was primarily between 11-17 years old and that one of the aims of the programs is to reduce total court costs. She reported that the overall completion rate for the program was 87% and that between 85%-90% of the participants did not return to court within the following year. She stated that 50 juveniles were diverted from the court system in the last year with 20 families served in the most recently completed quarter.

The Commissioners took up the topic of the County Holiday and Employee Recognition event held annually at the Maplewood facility. December 28<sup>th</sup> was chosen as the date for 2011.

**Nonpublic session – At 11:09 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss a personnel issue involving a public employee. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session no decisions were made and no votes taken. The Commissioners unanimously voted to return to public session at 11:39 AM.**

There being no further business, Commissioner Pratt adjourned the meeting to conduct a work session on the 2012 County Budget.

Respectfully Submitted,

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 16, 2011 9:30 AM**  
**Maplewood Nursing Home, 201 River Road, Westmoreland, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt, County Administrator Wozmak, HR Director Hurley, MNH Administrator Kindopp, Project Manager Bouchard, Facilities Director Barry King

Chairman Pratt opened the meeting at 9:30 AM.

Administrator Kindopp conducted a tour of the Maplewood facility for the Commissioners. Administrator Kindopp showed the Commissioners where substantial water intrusion over the nursing station from major leaks in the roof had occurred over the Thanksgiving holiday. They then continued to end of the corridor where the damage from a second major leak was being repaired and examined the work in progress. The tour continued to the third floor where the recently upgraded nursing call system was examined and it was explained that the call systems on the second and fourth floors were obsolete as parts are no longer available for their repair. The hallways, 3<sup>rd</sup> floor tub/shower room, and resident bathrooms were examined and were noted to be in need of significant repair and/or upgrading. Administrator Kindopp informed the Commissioners that MNH is currently grandfathered from meeting the maximum of two residents per bathroom and showed the commissioners the current setup of sharing one bathroom among four resident bedrooms pointing out that the small size of the bedrooms and the bathroom make it extremely difficult to navigate larger residents or wheelchairs through the space. It was noted that if the Commissioners wished to see a modern nursing home facility the Carroll County home is the newest in the state and Administrator Kindopp suggested it a trip there might be of interest.

**Upon return to the meeting room in the Assisted Living wing, Commissioner Pratt took-up a discussion of the proposed 2012 budget and made a motion to accept the budget as currently constituted for submission to the delegation. Motion was seconded by Commissioner Zerba and passed unanimously.**

**Nonpublic session – At 10:17 AM – Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A: 5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session no decisions were made and no votes taken. The Commissioners unanimously voted to return to public session at 10:32 AM.**

MNH Administrator Kindopp reported the census for the preceding week. Project Manager Bouchard supplied the Commissioners with a new form that reports census for all reporting departments. (Weekly Census Reporting form follows Minutes narrative)

Administrator Kindopp reported-out patient demographic data that the Commissioners had inquired about during the previous meeting as follows; 14 of the residents currently in MNH are under 65 years of age. The average stay of a resident at MNH is just over three years. (3.05) There are 32 residents that have lived at MNH for over 5 years, 15 who have resided there for over 15 years, 1 that has lived at MNH for over 16 years, 1 for over 18 years, 1 for over 21 years, and 1 for over 25 years. The oldest resident is over 100 years of age and the youngest has just turned 42 years old.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 16, 2011 9:30 AM**  
**Maplewood Nursing Home, 201 River Road, Westmoreland, NH**

A discussion about the MNH census began and Administrator Kindopp informed the Commissioners that they have recently received eight (8) admission referrals due primarily to homelessness from local service agencies. Some of the referrals have medical issues that may make them eligible for acceptance, however a growing portion of the population were simply homeless and have no local family or other resources that could be utilized. The referrals ranged in age down to 30 year olds, a population cohort that is experiencing drastic reductions in all support services due to federal, state, and local funding cutbacks. Administrator Kindopp stated that finding appropriate housing and care for indigents with, and without, medical issues is becoming a fast growing problem in the county. She also said that in some cases outside agencies are attempting to use MNH as a placement of last resort despite knowing that the individuals being referred will fail to meet MNH admission criteria. Administrator Kindopp told of a recent case where a person was living in the Emergency Center at a local hospital for forty-five (45) days because of a lack of appropriate/available placement options.

Administrator Kindopp presented to the Commissioners three (3) capital equipment line items funded in the 2011 budget for final approval. Through judicious negotiation with the vendor(s), Administrator Kindopp was able to bundle all three (3) items into a package price that met the projected budgeted acquisition price despite a significant price escalation from the time of the original quote to the time of actual acquisition on one of the items.

**Commissioner Patt made a motion to accept the bid pricing for the capital equipment for the Maplewood Nursing Home noting that the total was within the budgeted amount. Commissioner Pratt seconded the motion. The motion passed unanimously.**

Director Hurley of the Human Resources Department reported that the number of County employees is 453 total. Among the total number of employees there are 344 full-time, 22 part-time, and 78 per diem employees available from the per diem pool (23 at DOC, 36 at MNH, 19 in other Keene-based offices), 2 temporary, and 7 elected officials.

Monadnock Developmental Services (MDS) staff Carol Brown, Chris Coates, and Alan Green joined the meeting and provided the following information to the Commissioners.

Ms. Brown explained that MDS provides respite services to all 23 Cheshire County towns and 10 surrounding towns in Hillsborough County in support of clients with developmental disabilities. The clientele that are served by MDS are primarily under 21 years old. Clients that are over the age of 21 and their families are "wait listed" for available services. However, since the current funding levels provide only enough resources to serve approximately 37% of the under 21 years of age target population, the over 21 years of age clients' needs go largely un-served.

It was further explained that because the life span of people with developmental disabilities has increased from about eighteen (18) years in the 1960's to over sixty (60) years of age presently, the overall population of this group has grown significantly as more there are more births and fewer deaths due to general health related issues. This has resulted in the clients served by MDS sharing a shrinking pool of available services as the overall needs of the population served have far out stripped available resources and funding.

Additionally, it was pointed out that clients with developmental disabilities suffer abuse at a much higher

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rate than the median population. This abuse is often arises from their own highly stressed immediate caregivers that are in great need of the respite services that MDS provides. The Commissioners thanked MDS for coming in to explain their programs and current challenges.

**Nonpublic session – At 11:00 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss a personnel issue involving a public employee. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session no decisions were made and no votes taken. The Commissioners unanimously voted to return to public session at 11:47 AM.**

Commissioner Patt related his experience at recent Chief of Police meeting where the need for DNA testing kits for all felony arrests was discussed. Superintendent Van Wickler reviewed the current State Statues and DOC procedures regarding obtaining and processing DNA samples for felony arrests incarcerated at the county jail.

Superintendent Van Wickler then provided the Commissioners the following jail census data which reported 188 total, with 149 inmates in-house, including 17 Federal inmates (4 NH – 13 VT) 3 Females from Rockingham County, 8 on electronic monitoring and 2 serving weekend sentences. There are a total of 26 male general purpose beds and 13 female general purpose beds available in the facility.

It was noted that the total projected revenue for 2011 to Cheshire County for housing Rockingham inmates has already been exceed for the year.

Project Manager Bouchard then reported the census for the Alternative Sentencing / Mental Health Court (ASP/MHC) program as follows; ASP Pre-trial (PT) 10, ASP Post-Adjudication (PA) 12, for a total of 22. MHC numbers were reported as; 5 PT and 12 PA for a total of 17. There are a total of 39 participants with 1 completion in ASP and 1 completion in MHC in the previous week.

A concern was raised by MNH Administrator Kindopp regarding the competitiveness of MNH with other non-profit nursing homes in the area. A general discussion ensued that addressed the best options for serving Cheshire County residents who are need of nursing home care from both quality and cost perspectives. After an extended review of the current MNH overhead costs, competition in the local market, and possible revenue gains through the addition of more private-pay clients, it was decided to maintain the current 2011 nursing home private pay rate for the 2012 fiscal year.

Further, a review of the current prices for the Assisted Living facility would be completed with a preliminary report ready for review at the November 23<sup>rd</sup> Commissioners meeting.

**Commissioner Patt made a motion that the Maplewood Nursing Home patient rate for 2012 be set at the same rate as 2011, \$283.00 per day. Motion was seconded by Commissioner Pratt and passed unanimously.**

Commissioner Patt reported that he had received notification via a letter from the DOT that the District four (4) offices in Swanzey are shut down and winter maintenance for local highways would no longer be run from the location. It was noted that the Sheriff's office dispatch center was aware of the issue and had

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taken steps to address winter callout requirements through other DOT offices.

**The County weekly manifest and minutes from the November 9, 2011 meeting were reviewed and both items approved by unanimous vote of the Commissioners.**

Administrator Wozmak is recommending that the Commissioners chose Premier Health Care Resources of King of Prussia, PA as the provider to complete the MNH financial, clinical and operational assessment that had been placed out to bid via an RFP a few months ago. Administrator Wozmak informed the Commissioners that Premier Health Care was recommended because they have direct experience in County run nursing facilities and that they were able to meet all of requirements set forth in the RFP within the budgeted amount. The Commissioners accepted the recommendation and authorized the County Administrator to enter into a final contract with Premier.

There being no further business, Commissioner Pratt adjourned the meeting at 12:28 P.M.

Respectfully Submitted,

Aaron Patt, Clerk

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, November 30, 2011 9:30 AM**  
**Maplewood Nursing Home, 201 River Road, Westmoreland, NH**

**PRESENT:** Commissioners Pratt, Zerba, and Patt, County Administrator Wozmak, HR Director Hurley, MNH Administrator Kindopp, Project Manager Bouchard, Facilities Director Barry King, IT Director Scribner

Chairman Pratt opened the meeting at 9:30 AM.

Administrator Kindopp conducted a tour of the Maplewood facility for the Commissioners. Administrator Kindopp showed the Commissioners where substantial water intrusion over the nursing station from major leaks in the roof had occurred during the Thanksgiving holiday. They then continued to end of the corridor where the damage from a second major leak was being repaired and examined the work in progress. The tour continued to the third floor where the recently upgraded nursing call system was examined and it was explained that the call systems on the second and fourth floors were obsolete as parts are no longer available for their repair. The hallways, 3<sup>rd</sup> floor tub/shower room, and resident bathrooms were examined and were noted to be in need of significant repair and/or upgrading. Administrator Kindopp informed the Commissioners that MNH is currently grandfathered from meeting the maximum of two residents per bathroom and showed the commissioners the current setup of sharing one bathroom among four resident bedrooms pointing out that the small size of the bedrooms and the bathroom make it extremely difficult to navigate larger residents or wheelchairs through the space. It was noted that if the Commissioners wished to see a modern nursing home facility the Carroll County home is the newest in the state and Administrator Kindopp suggested that a trip there might be of interest.

**Upon return to the meeting room in the Assisted Living wing, Commissioner Pratt took-up a discussion of the Commissioners' Proposed 2012 budget and made a motion to accept the budget as currently constituted for submission to the delegation. Motion was seconded by Commissioner Zerba and passed unanimously.**

**Nonpublic session – At 10:17 AM – a matter, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting; RSA 91-A: 5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session a decision was made to deliver a letter to the Sheriff in response to his recent communications with them. The Commissioners unanimously voted to return to public session at 10:32 AM.**

MNH Administrator Kindopp reported the census for the preceding week. Project Manager Bouchard supplied the Commissioners with a new form that reports census for all reporting departments. (Weekly Census Reporting form follows Minutes narrative)

Administrator Kindopp reported-out patient demographic data that the Commissioners had inquired about during the previous meeting as follows; 14 of the residents currently in MNH are under 65 years of age. The average stay of a resident at MNH is just over three years. (3.05) There are 32 residents that have lived at MNH for over 5 years, 15 who have resided there for over 15 years, 1 that has lived at MNH for over 16 years, 1 for over 18 years, 1 for over 21 years, and 1 for over 25 years. The oldest resident is over 100 years of age and the youngest has just turned 42 years old.

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Human Resources Director Hurley reported that the number of County employees is 451 total. Among the total number of employees there are 343 full-time, 21 part-time, and 78 per diem employees available from the per diem pool (23 at DOC, 36 at MNH, 19 in other Keene-based offices), 2 temporary, and 7 elected officials.

Commissioner Pratt inquired about any additional employee assistance or resources that the Department of Corrections employees may require in dealing with any residual consequences from the recent death of the inmate that took his own life. Director Hurley said that she had not been contacted but intended to follow-up with Superintendent Van Wickler to let him know that resources were available to his staff if needed.

Administrator Wozmak reported out on the status of the following grants; **DHHS Childhood Lead Poisoning Case Management Grant** – Due to lack of available resources within the county NGO community and a lack of funds to support the initial program operating costs, it was determined that it would not be prudent to pursue this grant. **The DOT 5310 Grant for Disabled and Elderly** in the amount of \$53,142.00 has been awarded to the County. The grant will be performed under the auspicious of the local chapter of the American Red Cross and Home Health Care Systems (HCS) to provide transportation throughout the county for the target population. **Department of Justice, AG Office grant** for the Regional Prosecutor's office is nearly completed and will be submitted for review and signatures within the next few weeks. This grant will provide \$22K in funding for the Regional Prosecutor's Office. The writing of the **Emergency Management Performance Grant (EMPG)** is in progress and if awarded will provide the ability to purchase and distribute emergency portable radios to five Cheshire County town Police Departments. **Community Development Block Grant (CDBG – Samson Manufacturing Corporation)** has been awarded for \$500K. A RFQ for a grant administrator has been completed and distributed. It is anticipated that the grant administrator will be named in the next few weeks.

Wozmak advised the Commissioners that the Delegation meeting will be December 19, 2012, where the Executive Committee will convene following this hearing to authorize the Treasurer to borrow in anticipation of taxes. The Commissioners requested Wozmak to send a letter to Treasurer Parker requesting his presence at the meeting in order to seek authorization from the Executive Committee for the Treasurer to borrow in anticipation of taxes for 2012.

Under Old Business, Administrator Wozmak reported that the printing of the Commissioners' Proposed Budget for 2012 was completed and the packets were being assembled for mailing before December 1<sup>st</sup> as required by law. He also reported that the Latchis theater parking analysis project is nearing completion.

A discussion of the MNH Assisted Living Facility rates for 2012 began and a review of the competing assisted living facilities in the area was provided. This review showed that MNH is substantially below other assisted living facilities in the area (as much as almost \$1,800 a month in one case). The 2011 - 2012 increased operating costs for the facility were discussed and after much debate and deliberation it was decided that an increase of \$100.00 a month would be needed to cover the increased expenses of the facility. This will bring the rate from \$2,500.00 to \$2,600.00 month.

**Commissioner Patt made a motion to increase the monthly rate of the Assisted Living Facility from the current rate of \$2,500.00 per month to \$2,600.00 per month. Commissioner Zerba seconded the motion. The motion passed on a unanimous vote.**

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Facilities Director King reported to the Commissioners that the Bid Request that was published for the replacement of the two grinder pumps in the basement of the Court House that pump the Courthouse waste to the street level and then into the city sanitation system was sent to six (6) companies and no one had responded. Discussion started about why it seemed no one was interested in the project and it was suggested that part of the issue was the hours for installation require either a late evening(s) or a weekend work crew to be present and it suspected that the added expense to the companies may decrease their margin enough to cause them not to be interested in bidding. Administrator Wozmak suggested some other companies that the County has dealt with in the past and Director King will follow-up with these firms to see if they are interested in bidding on the work.

Director King then reviewed the current electrical usage of MNH and commented that with the lighting retrofit project now nearly complete; the county would be seeing a substantial reduction in electric costs. Based on a newly negotiated electric rate and the addition of the energy efficient lighting, Director King thinks that the County will save very substantially on County wide electrical costs in 2012.

Director King also reported that the State DES team inspected the new boiler room chemical storage area and were very pleased with the work and the results of the project.

Director King also mentioned that his department will most likely be hosting an in-house class for up to thirty (30) people for a new state mandated multi-level licensing course for underground storage tanks sometime in the near future. The details are being worked out with the state licensing personnel.

**The County weekly manifest and minutes from the November 16, 2011 meeting were reviewed and both items approved by unanimous vote of the Commissioners.**

**Nonpublic session – At 11:15 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss a personnel issue involving the hiring of a public employee. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session a decision to offer employment to C.B. for the open IT Specialist position at a rate of \$19.36 based on her background and years of experience contingent upon references being supplied and verified. Also approved was in increase in hourly rate to \$19.36 for T.P. to correct a wage disparity and to recognize an expanded scope of responsibilities consistent with market conditions for the equivalent responsibilities. The Commissioners unanimously voted to return to public session at 11:35 AM.**

There being no further business, Commissioner Pratt adjourned the meeting at 11:37 A.M.

Respectfully Submitted,

Aaron Patt, Clerk

MINUTES

Cheshire County Commissioners Meeting

Wednesday, November 30, 2011 9:30 AM

Maplewood Nursing Home, 201 River Road, Westmoreland, NH



**Cheshire County – Weekly Census for: 11/30/11**

DEPARTMENT	CATEGORY	COUNT
<b><u>Maplewood Nursing Home</u></b>	<b><u>Total Patients =</u></b>	<b><u>137</u></b>
	In Hospital =	2
	Medicare =	8
	Medicaid =	98
	Pending Medicaid =	18
	Private Pay =	20
	Known Penalty =	1
	Hospice =	4
	<b><u>Admissions =</u></b>	<b>6</b>
	<b><u>Discharges =</u></b>	<b>3</b>
	<b><u>Deaths =</u></b>	<b>4</b>
<b><u>Alternative Sentencing Program</u></b>	Pre-Trial =	8
	Post-Trial =	11
	Totals =	<b>19</b>
	Admissions =	0
	Completion =	0
	D/C Noncompliant =	0
<b><u>Mental Health Court</u></b>	Pre-Trial =	6
	Post-Trial =	14
	Totals =	<b>20</b>
	Admissions =	0
	Completion =	0
	D/C Noncompliant =	0
<b><u>Human Resources</u></b>	<b><u>Total Number of Employees =</u></b>	<b>451</b>
	Part-Time =	21
	Full-Time =	343
	Temporary =	2
	Elected Officials =	7
	<b><u>Per Diems</u></b>	<b><u>78</u></b>
	Keene =	19
	MNH =	36
	DOC =	23

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, November 30, 2011 9:30 AM  
Maplewood Nursing Home, 201 River Road, Westmoreland, NH

DEPARTMENT	CATEGORY	COUNT
<b><u>Department of Corrections</u></b>		
<b><u>Total Census</u></b>	<b><u>In Facility =</u></b>	<b><u>163</u></b>
	Male =	139
	Female =	24
	Booking =	0
	Total =	163
<b><u>General Population</u></b>	Male =	116
	Female =	21
	Total =	137
<b><u>NH State Prison</u></b>	Male =	1
	Female =	0
<b><u>Vermont Federal</u></b>	Male =	12
	Female =	0
<b><u>NH Federal</u></b>	Male =	3
	Female =	0
<b><u>Rockingham County Females</u></b>	Total =	3
	<b><u>Total From All Outside Jurisdictions =</u></b>	<b>19</b>
<b><u>Inmates Housed Outside of Cheshire County HOC</u></b>	NH State Prison =	2
	Merrimack =	1
	Sullivan =	1
	Secure Psychiatric Unit =	1
<b><u>Other (Specify)</u></b>	Weekend =	3
	Program =	1
	HCHOC =	1
<b><u>Electronic Monitoring</u></b>	Pre-Trial =	6
	Sentenced =	2
	<b><u>Total Housed Out of the Facility =</u></b>	<b>18</b>
	<b><u>Total Num. of Offenders in Custody =</u></b>	<b><u>181</u></b>
<b><u>Available Bed Space</u></b>	Total Male General Population Beds Available =	36
	Total Female General Population Beds Available =	15
	Total G-Pop Beds Available =	<b><u>51</u></b>

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 7, 2011 9:30 AM**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Zerba, Patt, County Administrator Wozmak, Finance Director Trombly, HR Director Hurley, MNH Administrator Kindopp, Project Manager Bouchard, Director of Nursing Sheltra, Nursing Supervisor Sullivan

Vice Chairman Zerba opened the meeting at 9:30 AM.

Administrator Kindopp reported the MNH census (Weekly census report follows minutes narrative) and then reported that the results from the State inspection found only four (4) low level deficiencies in the area of resident / patient nursing care. There was one (1) major deficiency found in facilities / infrastructure inspection relating to the testing of the control components of the HVAC venting system. A fusible link that would activate an electro-mechanical venting shutdown in event of a fire needs to be tested on 300 HVAC vents in the facility. The completion of this work is being addressed on a priority basis by the facilities department.

Administrator Kindopp then discussed two (2) new Medicaid penalties that had recently come to light for two former residents, now both deceased. Kindopp explained the current Medicaid payment procedures and the potentially extremely drawn out / lengthy appeal process that the county is forced to adhere to in order to receive funds for care already provided. She stated that in some cases it can take twelve (12) months or more to successfully adjudicate a claim through the Medicaid system. The issue of admitting a resident without knowing if they are eligible for Medicaid because eligibility pre-approvals are not done was covered. The current county monthly Medicaid obligation to the state for county residents receiving services from home care or nursing home care is approximately \$700k.

Administrator Wozmak reported on a recent meeting that he, Commissioner Pratt, and Finance Director Trombly had with Assistant DHHS Commissioner Nancy Rollins and staff members of the State Department of Health Services. The meeting was set up in response to the letter sent by the Board of Commissioners proposing the County make offsets against the monthly Human Service Medicaid payment equal to the outstanding claims for services provided to Medicaid residents at Maplewood. DHHS will be meeting internally in the following week to investigate in more detail the impact of unevenly applied procedural rules at the district office level as well as penalties that result from non-payment for services that are provided.

The discussion then moved to Tax Anticipation Notes (TANS) that the county and towns use to facilitate cash flow ahead of actual tax collections. The repayment of County TANS for 2011 will total just over \$22M. There is concern that some towns will encounter issues in meeting the County tax payment due date because their tax rate is not set in time to allow for the collection of their taxes in order to meet the County tax payment deadline. As of December 7<sup>th</sup>, of the 23 towns in Cheshire County, 2 still had not had their tax rates set and 4 towns' tax rates had been set after November 15<sup>th</sup>. Director Trombly indicated that she has learned from one town that they will need to borrow money in order to pay the County Tax bill this year.

Administrator Wozmak related the NHAC Executive Committee meeting he attended where Department of Revenue Administration (DRA) Commissioner Clougherty was a guest speaker. Administrator Wozmak spoke to the potential cash flow problems that could be encountered in repayment of the County TANS if the towns do not get their tax rates set in a timely manner. Commissioners Zerba and Patt expressed concern over this issue and will draft a letter to the DRA addressing these concerns. Commissioner Clougherty stated that he was unaware of this issue and indicated that he would review the matter.

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Commissioner Patt cited discussions he has had with various town boards that have highlighted the problems that individual towns are experiencing due to uncollected taxes because of the strained economic conditions, an increase in foreclosures, and homeowners who are not employed and struggling to pay their property taxes. How towns fund their tax payments, either through existing fund balances or active collection activities was discussed and it was noted that each town is free to use the method that suits their needs and individual requirements.

The County Census report for the week was reviewed and Director Hurley reviewed the currently county employment figures.

The 2012 Holiday schedule was then reviewed a short discussion of how holidays are handled for the facilities that require 24 hour staffing was reviewed. Commissioner A. Patt moved to accept the schedule and R. Zerba seconded the motion. The motion was then passed.

Administrator Wozmak informed the Commissioners that he had been advised that the new bank involved in funding the Courthouse project has agreed to the term's and condition's that were required and that the project is moving forward.

**Nonpublic session – At 10:14 AM – the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting; RSA 91-A: 5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. The employee being reviewed, A. W. was notified of the date and time of the meeting and did not appear at meeting. As a result of deliberations in nonpublic session a decision was made to accept the recommendation of the Director of Nursing to terminate A.W. effective 12/17/11. The Commissioners unanimously voted to return to public session at 10:26 AM.**

The County weekly manifest and minutes from the November 30, 2011 meeting were reviewed and both items approved by unanimous vote of the Commissioners.

There being no further business, Commissioner Zerba adjourned the meeting at 10:30 A.M.

Respectfully Submitted,

Aaron Patt, Clerk

MINUTES  
 Cheshire County Commissioners Meeting  
 Wednesday, December 7, 2011 9:30 AM  
 33 West Street, Keene, NH 03431



**Cheshire County – Weekly Census for: 12-07-11**

DEPARTMENT	CATEGORY	COUNT	
<b><u>Maplewood Nursing Home</u></b>	<b><u>Total Patients =</u></b>	137	
	In Hospital =	1	
	Medicare =	10	
	Medicaid =	97	
	Pending Medicaid =	18	
	Private Pay =	22	
	Known Penalty =	1	
	Hospice =	4	
	<b><u>Admissions =</u></b>	2	
	<b><u>Discharges =</u></b>	0	
	<b><u>Deaths =</u></b>	2	
	<b><u>Alternative Sentencing Program</u></b>	Pre-Trial =	6
		Post-Trial =	<u>9</u>
Totals =		15	
Admissions =		0	
Completion =		4	
D/C Noncompliant =		0	
<b><u>Mental Health Court</u></b>	Pre-Trial =	6	
	Post-Trial =	14	
	Totals =	<u>20</u>	
	Admissions =	0	
	Completion =	4	
	D/C Noncompliant =	0	
<b><u>Human Resources</u></b>	<b><u>Total Number of Employees =</u></b>	451	
	Part-Time =	21	
	Full-Time =	343	
	Temporary =	<u>2</u>	
	Elected Officials =	<u>7</u>	
	<b><u>Per Diems</u></b>	<b><u>78</u></b>	
	Keene =	19	
	MNH =	36	
	DOC =	23	

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 7, 2011 9:30 AM**  
**33 West Street, Keene, NH 03431**

DEPARTMENT	CATEGORY	COUNT
<b><u>Department of Corrections</u></b>	<u>In Facility =</u>	<b><u>164</u></b>
	Male =	<u>141</u>
	Female =	23
	Booking =	0
	Total =	164
<b><u>General Population</u></b>	Male =	121
	Female =	19
	Total =	140
<b><u>NH State Prison</u></b>	Male =	1
	Female =	0
<b><u>Vermont Federal</u></b>	Male =	11
	Female =	0
<b><u>NH Federal</u></b>	Male =	<b><u>5</u></b>
	Female =	0
<b><u>Rockingham County Females</u></b>	Total =	4
	<b><u>Total From All Outside Jurisdictions =</u></b>	21
<b><u>Inmates Housed Outside of Cheshire County HOC</u></b>	NH State Prison =	<b><u>4</u></b>
	Merrimack =	1
	Sullivan =	1
	Secure Psychiatric Unit =	1
<b><u>Other (Specify)</u></b>	Weekend =	<b><u>3</u></b>
	Program =	1
	HCHOC =	1
<b><u>Electronic Monitoring</u></b>	Pre-Trial =	7
	Sentenced =	<b><u>2</u></b>
	<b>Total Housed Out of the Facility =</b>	21
	<b>Total Num. of Offenders in Custody =</b>	185
<b><u>Available Bed Space</u></b>	Total Male General Population Beds Available =	<u>31</u>
	Total Female General Population Beds Available =	17
	<b><u>Total G-pop beds available</u></b>	<b><u>48</u></b>

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 14, 2011 9:30 AM**  
**825 Marlboro Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Finance Director Trombly, MNH Administrator Kindopp, Sheriff Foote, Project Manager Bouchard

Chairman Pratt opened the meeting at 9:33 AM.

Sheriff Foote addressed the two (2) grants recently won by the Sheriff's department. The first one is for a County wide radio network upgrade that utilizes a technology known as "voating" that increases the range and effectiveness of radio communication between central dispatch and the police officers and sheriffs on patrol. The second grant is for a mobile emergency command trailer that will be utilized for on-site command and control situations where a physical presence is needed to coordinate and provide on-site communications and management during a major incident such as the Alstead flood disaster that occurred in 2005.

**The Commissioners then reviewed the weekly manifests and minutes of the December 7, meeting. Commissioner Zerba moved to approve the manifests and to also approve the minutes with one noted correction. The motion was seconded by Commissioner Patt and passed unanimously.**

Administrator Kindopp then updated the Commissioners on the status of the fusible link repair project at the nursing home and reported that substantially all of the work had been completed and a report of compliance was sent to the state updating the status of the issue.

Administrator Kindopp then reported the census for the week and brought the Commissioners up to date on the condition of the roof repairs at the nursing home. She reported that Facilities Director King was engaged in obtaining prices for both the repair and upgrade of the existing roofing and exploring the option of replacing the current roofing material.

A short discussion concerning the format of the employee recognition lunch on December 28<sup>th</sup> at MNH started and was resolved. Commissioner Pratt suggested that the 2012 meeting schedule be modified to schedule all meetings at DOC on the second Wednesday of each month and at MNH on the last Wednesday of each month. A short discussion ensued and it was agreed that this would be the best schedule for the Commissioners going forward. An updated 2012 meeting schedule will be drafted and sent to the Commissioners for final review and approval.

The meeting then recessed for the semi-annual inspection of the DOC facility.

Following the conclusion of inspection of the physical facility, the Commissioners met with three (3) inmates and two Correctional Officers to gain their viewpoints and receive feedback on the operational and organizational aspects of the jail.

Inmate #1 (Female) – Related to the Commissioners that her present incarceration was going smoothly and that she was having very few problems. She stated that she believed that the Correctional Officers that she interfaced with did a good job keeping everyone safe and she was getting all of her required medications on schedule. She went on to say that the food is "pretty good" and that she has no complaints about the meals. She stated that despite the large number of female inmates who are in jail for violation of probation of drug charges, there is not a structured drug rehabilitation program available. She said that she was in an anger

**MINUTES**  
**Cheshire County Commissioners Meeting**  
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**825 Marlboro Street, Keene, NH 03431**

management class and was also pursuing her GED while serving her sentence. She stated that she may be eligible for the work release program soon and was looking forward to participating in the program after the first of the year. In response to a question from the Commissioners regarding what could be done better, she responded that the one thing she would like to see is an ongoing class that provided computer and job skill training.

Inmate #2 – (Male) – The Commissioners asked if the CO's respond promptly when they were needed. The inmate responded that he has not had any issues with the CO's and that they were usually responsive when asked for assistance. He stated that he has been an inmate at the Worcester MA county jail and it is much worse being in their facility than being in Cheshire County jail. He said that here he gets respect as a person from the CO's which is not true in the Worcester jail. He feels that the county is 'definitely on track' with the way the jail is run and said that compared to other jails facilities the food is good and the portions are adequate. When asked about his involvement with the various programs in the jail he stated that he was not involved in any of the programs currently but said that a number of the inmates had told him that the program run by "Jenny" (Case Manager Jennifer Vanderbilt) was a really good program and was very helpful.

Commissioner Zerba was called away on other business and departed the meeting at 10:55.

Inmate #3 (Male) – The third inmate (A Federal Inmate) stated that everything is 'pretty fine' with the exception that he thought the cost of the Commissary goods is very expensive. He went on to say that overall the CO's are very respectful, that the food portions were too small and that medical was good at the facility. He was asked if he thought there was any difference in the treatment of federal vs. local inmates and he said he didn't believe there was.

Correctional Officer #1 – Male – The CO that was interviewed stated that he had just completed his six month probationary period the previous day and thought the training was very good and that he felt very comfortable working at the facility. He said that he got interested in being a CO when he was an intern at the old jail. The Commissioners asked his opinion of the overall management of the jail and he stated that he thought it was good and that his training had been through and that he had received good feedback all along the way.

Correctional Officer #2 – Female – When asked by the Commissioners what was needed at the facility, the CO stated that she thought that more programs such as substance abuse were especially needed and that more CO's were definitely needed as well.

She said that she has been working at the facility for over a year and that it was an excellent work environment and the team of employees are very good to work with. She said that the pay needs to improve to reflect that some of the federal inmates are very dangerous to deal with and that many mentally ill inmates were now arriving on a regular basis at the facility. When asked about any disrespect issues from the inmates towards the CO's she stated that she has not experienced any problems but believes that this is because she has made it clear to the inmates that when she is on duty that there will be no fighting allowed and that it is 'my dayroom' when she is on duty. When asked about wages at the facility she said that in looking at other agencies Cheshire County DOC wages are low in comparison. She also stated that she is interested in taking courses to earn certification as a licensed alcohol and drug abuse counselor. She

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expressed a concern that because of the shortage of CO's that some officers were working far too much overtime and were reaching the point of burnout.

Commissioners Pratt and Patt then met with Superintendent Van Wickler and a discussion started regarding the Commissary supplier. Superintendent Van Wickler said that another vendor is already being looked at that is both cheaper for the inmates and provides a higher quality product.

The discussion then turned to the inmate that recently took his own life and the Superintendent reviewed the facility procedures for such events.

There being no further business, Commissioner Pratt made a motion to adjourn the meeting. Commissioner Patt seconded the motion and the meeting adjourned at 12:13 P.M.

Respectfully Submitted,

Aaron Patt, Clerk

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**Cheshire County – Weekly Census for: 12-07-11**

DEPARTMENT	CATEGORY	COUNT	
<b><u>Maplewood Nursing Home</u></b>	<b><u>Total Patients =</u></b>	137	
	In Hospital =	1	
	Medicare =	10	
	Medicaid =	97	
	Pending Medicaid =	18	
	Private Pay =	22	
	Known Penalty =	1	
	Hospice =	4	
	<b><u>Admissions =</u></b>	2	
	<b><u>Discharges =</u></b>	0	
	<b><u>Deaths =</u></b>	2	
	<b><u>Alternative Sentencing Program</u></b>	Pre-Trial =	6
		Post-Trial =	<u>9</u>
Totals =		15	
Admissions =		0	
Completion =		4	
D/C Noncompliant =		0	
<b><u>Mental Health Court</u></b>	Pre-Trial =	6	
	Post-Trial =	14	
	Totals =	<u>20</u>	
	Admissions =	0	
	Completion =	4	
	D/C Noncompliant =	0	
<b><u>Human Resources</u></b>	<b><u>Total Number of Employees =</u></b>	451	
	Part-Time =	21	
	Full-Time =	343	
	Temporary =	<u>2</u>	
	Elected Officials =	<u>7</u>	
	<b><u>Per Diems</u></b>	<b><u>78</u></b>	
	Keene =	19	
	MNH =	36	
	DOC =	23	

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 14, 2011 9:30 AM**  
**825 Marlboro Street, Keene, NH 03431**

DEPARTMENT	CATEGORY	COUNT
<b><u>Department of Corrections</u></b>	<u>In Facility =</u>	<b><u>164</u></b>
	Male =	<u>141</u>
	Female =	23
	Booking =	0
	Total =	164
<b><u>General Population</u></b>	Male =	121
	Female =	19
	Total =	140
<b><u>NH State Prison</u></b>	Male =	1
	Female =	0
<b><u>Vermont Federal</u></b>	Male =	11
	Female =	0
<b><u>NH Federal</u></b>	Male =	<u>5</u>
	Female =	0
<b><u>Rockingham County Females</u></b>	Total =	4
	<b><u>Total From All Outside Jurisdictions =</u></b>	21
<b><u>Inmates Housed Outside of Cheshire County HOC</u></b>	NH State Prison =	<u>4</u>
	Merrimack =	1
	Sullivan =	1
	Secure Psychiatric Unit =	1
<b><u>Other (Specify)</u></b>	Weekend =	<u>3</u>
	Program =	1
	HCHOC =	1
<b><u>Electronic Monitoring</u></b>	Pre-Trial =	7
	Sentenced =	<u>2</u>
	<b>Total Housed Out of the Facility =</b>	21
	<b>Total Num. of Offenders in Custody =</b>	185
<b><u>Available Bed Space</u></b>	Total Male General Population Beds Available =	<u>31</u>
	Total Female General Population Beds Available =	17
	<b><u>Total G-pop beds available</u></b>	<b><u>48</u></b>

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 21, 2011 9:30 AM**  
**33 West Street, Keene, NH 03431**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Administrator Wozmak, Finance Director Trombly, MNH Administrator Kindopp, Alternative Sentencing Director Potter, Project Manager Bouchard

Chairman Pratt opened the meeting at 9:25 AM.

Grant Specialist C. Desrosiers presented to the Commissioners a grant for 5K that benefits the Greater Monadnock Medical Corps. The funding agency for this grant is NHCCO National Association of County and City Health Officials. Also presented was an Emergency Management Performance Grant for that will provide for the acquisition of emergency portable radios for the Police Departments in the towns of Swanzey and Fitzwilliam and for the Highway department in Marlborough. The Marlborough Highway Department has also requested a radio repeater. This is a 50% matching grant at \$19,641.13 and the cost share MOA has been signed by the receiving town boards.

**Commissioner Patt moved to authorize Grant Specialist C. Desrosiers to move forward with the grants and the motion was seconded by Commissioner Zerba. Motion passed unanimously.**

Desrosiers then presented a grant for \$43,698.00 that will be completed for the purpose of providing education and information to the medical community on the dangers of the over prescription of Schedule 2 controlled drugs from the Endowment for Health. This grant will be locally administrated by Monadnock Voices for Prevention. The grant also addresses elder abuse and provides educational modules for teaching drug abuse prevention at the middle and high schools. After a short discussion of the program and its benefits, **Commissioner Pratt made a motion to authorize Administrator Wozmak to sign the grant when it is submitted. Motion was seconded by Commissioner Patt and passed unanimously.**

Desrosiers updated the Commissioners on the Homeland Security grant to be applied for that will improve the County wide emergency radio repeater dispatch system. The towns of Troy, Fitzwilliam, Alstead, Dublin, Marlborough, and the County Sheriff's Office are collaborating on this application and with an anticipated grant value of approximately 25k for each agency. Desrosiers reported on the recent successfully award to Alstead of approximately 10K of emergency equipment that was requested through a grant from Homeland Security with County assistance last year.

Lastly, Desrosiers reported out on her activities involving a new grant from the Health Care Innovations Challenge on behalf of Monadnock Voices for Prevention that has the potential to fund up to 2.5M for a program that provides early prevention to reduce substance use and mental health disorders. Desrosiers will keep the Commissioners informed if the grant progresses beyond the letter of intent that has been submitted.

Commissioner Patt asked how the tracking of the annual fee's charged for grant administration was monitored and he was informed by Desrosiers that the Finance department tracked each program by its annual contribution. A general discussion of tracking and reporting on the grants started and Desrosiers mentioned that due to the overall success of the grant program and guidance provided to the towns over the last year that she is now receiving requests from such diverse sources as the Nelson town library association who is seeking a grant for 6K and will require grant preparation assistance and fiscal management once the grant has been awarded.

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Administrator Kindopp reported the MNH census and discussed the recent decrease in the number of pending Medicaid cases. She reported that nine (9) cases had been cleared (approximately 40% of the outstanding cases) and that she was aggressively following up on the remaining cases. A discussion concerning residents who enter MNH, become qualified for Medicaid and then leave the facility for other facilities was reviewed and the costs to the County of processing these residents were discussed. The discussion then turned to the problems associated with the intake of residents with psychiatric conditions and the negative impact that these residents have on the rating of the nursing home due to the extremely narrow definitions found in resident abuse reporting standards from the controlling state agencies

Commissioner Pratt then asked if a chart could be prepared that shows the weekly outstanding receivables due from Medicaid. Finance Director Trombly will investigate how this could be accomplished.

Administrator Kindopp then requested a rollover of \$11,100 for the replacement of resident bathing tub and the ice maker that in the 2011 budget capital budget requests and that have been approved. The rollover is needed as the equipment is not available for delivery and installation until the beginning of 2012.

**Commissioner Pratt made the motion to grant the capital rollover request to cover the purchase of the bathing tub and ice maker from the 2011 budget to 2012. Motion was seconded by Commissioner Zerba and passed unanimously.**

The discussion then turned to the status of the roof repair for the nursing home and for the waste pumps at the Courthouse. A request will be made to Director King for an update on both of these projects.

Director Potter provided the Alternative Sentencing / Mental Health Court census and gave the Commissioners a packet of data that outlines the effectiveness of the ASP/MHC programs. Director Potter stated that he has sent copies of the packet to the County delegation members ahead of the Executive Committee meetings and the Delegation meetings scheduled for January and February 2012. He indicated that he found an error in the previous reported data and the corrected data now shows a very substantial reduction in recidivism based on the number of days served after completion of the ASP/MHC program.

Commissioner Patt remarked that despite seeing the improved data for the programs, the current economic climate is driving the decision behind the Commissioners recommendation to discontinue the funding for the ASP/NHC programs. He noted that it is not the effectiveness of the programs that is in question but that large reductions are required across the county in all departments to meet the County budget target for 2012. He went on to say that it is this issue that makes it necessary for the Commissioners to make the recommendation of defunding of the ASP/MHC programs.

Commissioner Zerba inquired what the total number of clients that were put through both programs is on a yearly basis. Director Potter said it is about 120 per year.

Director Potter then related a recent event that involved a client of the ASP/MHC program removing his children from the state and the subsequent discovery and apprehension of the client on the West Coast and the safe recovery of the children. Director Potter provided the Commissioners with the background information of the incident so that the Commissioners would be aware of the details.

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The DOC census was reported and the Commissioners requested that a year-to-date report of the amount of revenue from the federal inmate program be included in the minutes. Project Manager Bouchard will coordinate with DOC personnel.

Director Hurley provided the County employee census and noted that there was no change from last week's report.

Administrator Wozmak said in response to a question from the Commissioners regarding the status of the new courthouse project that the overall funding was moving forward and that one last element needed to be approved in order for the project to proceed.

The conversation then turned to the payments received from the towns for the County tax bills. The process of how the various towns send their data to the State Department of Revenue Administration (DRA) and how the DRA sets the rates for each town was discussed and it was again noted that the timing of the of towns' interaction with the State can be very problematic in allowing the towns to meet the County tax payment deadlines.

Mimi Barber joined the meeting to provide the yearly update to the Commissioners on the Woodward Fund Trust. Ms. Barber was appointed as the County representative for the fund upon her retirement from the County Human Services department. Ms. Barber provided the background on the Fund as follows; many years ago the Woodward family donated the yearly proceeds of the interest generated by the fund to the city of Keene and the County for medical services to benefit Keene and County residents. The fund was active locally for a number of years and fell into disuse for a period and was re-established in 2007. The fund directors are charged with using the money to help pay for the medical needs of the "ill, aged, infirm and children" in the city and county. The fund administrators receive recommendations from the City of Keene Department of Welfare and the Cheshire Medical Center for families and individuals that qualify under the funds covenants for partial payment of outstanding medical bills. Typically the fund covers about 30% of the outstanding balances provided the applicants meet the fund criteria and that a financial affidavit is filed for the recipient. She also reported that there is currently about 49K balance in the fund with about \$4.5K spent in 2011.

The Commissioners asked that they be provided the minutes of the fund administrator meetings in the future so that they can better monitor the County's participation in the program. Ms. Barber said she would have the Commissioners added to the distribution of the minutes for the meetings.

Director Trombly provided further details of the structure of the fund and a discussion of how best to utilize the funds in the future was discussed.

**The Commissioners then reviewed the Weekly Manifest. Commissioner Pratt moved to accept the Manifest and was seconded by Commissioner Patt. Motion passed unanimously. The Commissioners then reviewed the minutes from the December 14, 2011 meeting. Commissioner Zerba moved that the minutes be accepted and he was seconded by Commissioner Patt. Motion passed unanimously.**

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**Nonpublic session – At 11:03 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into nonpublic session to discuss a personnel issue involving the hiring of a public employee. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session a decision to offer employment to internal candidate R. H. for the open IT Director position at his current rate of \$24.50. The Commissioners unanimously voted to return to public session at 11:14 AM.**

**Nonpublic session – At 11:16 AM pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. The motion was approved upon a roll call vote of Commissioners Patt, Zerba and Pratt. As a result of deliberations in nonpublic session no decisions were made and no vote taken. The Commissioners unanimously voted to return to public session at 11:43.**

There being no further business, Commissioner Pratt made a motion to adjourn the meeting. Commissioner Zerba seconded the motion and the motion passed unanimously. The meeting adjourned at 11:44 A.M.

Respectfully Submitted,

Aaron Patt, Clerk

MINUTES

Cheshire County Commissioners Meeting  
 Wednesday, December 21, 2011 9:30 AM  
 33 West Street, Keene, NH 03431



**Cheshire County – Weekly Census for: 12-14-11**

DEPARTMENT	CATEGORY	COUNT
<b><u>Maplewood Nursing Home</u></b>	<b>Total Patients =</b>	<b>136</b>
	In Hospital =	2
	Medicare =	7
	Medicaid =	98
	Pending Medicaid =	20
	Private Pay =	18
	Known Penalty =	2
	Hospice =	5
	Admissions =	1
	Discharges =	1
	Deaths =	1
<b><u>Alternative Sentencing Program</u></b>	Pre-Trial =	5
	Post-Trial =	9
	Totals =	<b>14</b>
	Admissions =	0
	Completion =	0
	D/C Noncompliant =	1
<b><u>Mental Health Court</u></b>	Pre-Trial =	5
	Post-Trial =	14
	Totals =	<b>19</b>
	Admissions =	0
	Completion =	0
	D/C Noncompliant =	1
<b><u>Human Resources</u></b>	<b>Total Number of Employees =</b>	<b>448</b>
	Part-Time =	21
	Full-Time =	342
	Temporary =	2
	Elected Officials =	<b>7</b>
	<b>Per Diems</b>	<b>76</b>
	Keene =	17
	MNH =	36
	DOC =	23

MINUTES  
Cheshire County Commissioners Meeting  
Wednesday, December 21, 2011 9:30 AM  
33 West Street, Keene, NH 03431

DEPARTMENT	CATEGORY	COUNT
<b><u>Department of Corrections</u></b>	In Facility =	<b><u>175</u></b>
	Male =	151
	Female =	24
	Booking =	0
	Total =	175
<b><u>General Population</u></b>	Male =	132
	Female =	21
	Total =	153
<b><u>NH State Prison</u></b>	Male =	1
	Female =	0
<b><u>Vermont Federal</u></b>	Male =	18
	Female =	0
<b><u>NH Federal</u></b>	Male =	<b><u>5</u></b>
	Female =	0
	<b>Total of All Federal Inmates =</b>	<b><u>23</u></b>
<b><u>Rockingham County Females</u></b>	Total =	4
<b><u>Inmates Housed Outside of Cheshire County HOC</u></b>	NH State Prison =	2
	Merrimack =	1
	Sullivan =	2
	Secure Psychiatric Unit =	1
<b><u>Other (Specify)</u></b>	Weekend =	<b><u>3</u></b>
	Program =	1
	HCHOC =	1
<b><u>Electronic Monitoring</u></b>	Pre-Trial =	8
	Sentenced =	2
	<b>Total Housed Out of the Facility =</b>	<b><u>21</u></b>
	<b>Total Num. of Offenders in Custody =</b>	<b><u>196</u></b>
<b><u>Available Bed Space</u></b>	Total Male General Population Beds Available =	20
	Total Female General Population Beds Available =	15

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 28, 2011 9:30 AM**  
**201 River Road, Westmoreland, NH**

**PRESENT:** Commissioners Pratt, Zerba, Patt, Administrator Wozmak, Finance Director Trombly, MNH Administrator Kindopp, Communications Director Crowell, Capt. Croteau, Facilities Director King, Project Manager Bouchard

Commissioner Pratt opened the meeting at 9:33 AM.

Director Crowell was recognized by Commissioner Pratt. Crowell stated that she is seeking authorization to fill two previously approved full-time dispatch positions. She stated that one of the positions will be filled by a part-time employee who will move into the full-time position and the second will be filled from a pool of candidates that are being reviewed. A question arose concerning the need to authorize an existing part-time employee to be hired for full-time. In consultation with Administrator Wozmak and Director Hurley it was determined that only a status change needed to be processed for the part-time employee.

**A motion was made by Commissioner Zerba and seconded by Commissioner Patt to authorize Director Crowell to fill the remaining vacant position. Motion passed unanimously.**

Director Trombly presented a request to rollover funds from the 2011 budget to the 2012 budget for the recently awarded grants for the Sheriffs Mobile Command Unit, the Radio Voting System, and the in-car Cameras. The rollover request for is being made because the grants that were awarded were so late in the year that the equipment will not be able to be actually purchased until 2012.

Administrator Wozmak also requested that the MNH financial, clinical and operational assessment funds be rolled over to the 2012 budget anticipating that the contract will be signed within the next week to start the project.

**Commissioner Zerba made a motion to authorize the grants funds awarded but not received for the Sheriffs Mobile Command Unit, Radio Voting System, In-car Cameras, and the MNH Financial, Clinical and Operational Assessment Study to be rolled over into the 2012 budget. Commissioner Patt seconded and the motion passed unanimously.**

Administrator Kindopp presented the census for the nursing home. It was noted that outstanding Medicaid issues have dropped by approximately half in the last few weeks but two new residents currently being admitted both have Medicaid challenges that need to be addressed. A discussion arose concerning the large number of Medicaid payment problems that MNH experiences.

The qualification process can take up to 18 months in some cases. What is particularly troubling Administrator Kindopp said is that once a resident has obtained Medicaid qualification the residents or the residents families are then free to move them to another nursing home that will now accept them thus leaving MNH in the position of carried the financial burden for a protracted period without compensation and losing the resident before any of the costs associated with getting them qualified is recovered.

The discussion then turned to the question of the amount of time it takes to begin receiving reimbursement from the State once a Medicaid applicant has been approved. Director Trombly said it usually takes about 1.5 weeks before payments are received from the State. Administrator Wozmak added that even when the State approves someone for Medicaid in approximately 30% of the cases the data is incorrect and must be resubmitted for additional review and correction.

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**201 River Road, Westmoreland, NH**

Administrator Kindopp then reported that there is still a number of building temperature control issues that need to be addressed and specifically cited ongoing problems with the medicine storage rooms reaching over 80 degrees which by regulation is unacceptable for some medication storage. She went on to say that the temperature control problems are also causing the residents to complain about being either too hot or cold.

Facilities Director King was called and arrived at the meeting to update the Commissioners on the building temperature issue. He stated that he and his staff were trying to address the issue but because the three medicine storage rooms are all interior rooms they are unable to draw in fresh outside air and that without the ability to provide the proper duct work for the medicine storage rooms they are unable to satisfactorily fix the problem. It was discussed that the temperature regulation is a relatively new regulation and that many nursing homes have to modify their building to achieve compliance. Administrator Wozmak suggested that Director King investigate installing a small rooftop split system HVAC unit that would service the medicine storage rooms. Since the three rooms are directly above/below each other over three floors it may be the only option, even though it could cost \$10,000 to \$15,000. King said that he has tried a number of different approaches to try to deal with the temperature without expending a large amount of money. Director King will investigate and report back with the costs and feasibility of this approach.

Director King then updated the Commissioners on the status of the MNH roof replacement estimate, which is still pending, and the waste pumps for the Courthouse. He said that he still has only one bid for the waste pumps. The only bid was received from a company during the first round of bid requests and he has not received a single response from any of the other companies that were selected for the second request for bids. Director King also explained his efforts to remain within budget for 2011 despite unanticipated equipment failures and the cleanup of an oil spill at the MNH wastewater treatment plant.

The Alternative Sentencing Program census was reviewed and it was noted that due to budget constraints no new clients can be accepted.

**Commissioner Pratt then reviewed the Weekly Manifest and made a motion to accept the results. Motion was seconded by Commissioner Zerba and approved unanimously.**

Commissioner Pratt asked about the status of the County workman's compensation filings and how often the Commissioners need to be updated. Administrator Wozmak suggested that periodic updates from Safety Office Fortner who is responsible for tracking the claims would be appropriate. He will coordinate with Ms. Fortner and arrange for her to attend the Commissioners meeting in the next few weeks to provide an update.

Administrator Wozmak reported that he will be attending a meeting on January 17<sup>th</sup> regarding the Latchis Parking study.

The Commissioners then reviewed the revised Commissioners Meeting Schedule for 2012 and accepted the changes.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
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**201 River Road, Westmoreland, NH**

Administrator Wozmak then asked the Commissioners for authorization to sign the grant for 5K that benefits the Greater Monadnock Medical Corps. The funding agency for this grant is NHCCO National Association of County and City Health Officials and was approved for submission at the 12/21/11 meeting.

**Commissioner Zebra moved to authorize Administrator Wozmak to sign the grant. Motion was seconded by Commissioner Pratt and passed unanimously.**

**Commissioner Zerba moved to accept the minutes of the 12/21/11 meeting. Motions was seconded by Commissioner Patt and approved unanimously.**

A short discussion started concerning the DOC revenue targets for 2011 and after a cursory review of the financials the revenue income appear to be close to the projections made at the beginning of the year. A final review will be made after the December billings are complete.

**There being no further business, Commissioner Zerba made a motion to adjourn the meeting. Commissioner Patt seconded the motion. The motion passed unanimously. The meeting adjourned at 11:48 A.M.**

Respectfully Submitted,

Aaron Patt, Clerk

MINUTES

Cheshire County Commissioners Meeting  
 Wednesday, December 28, 2011 9:30 AM  
 201 River Road, Westmoreland, NH



**Cheshire County – Weekly Census for: 12-28-11**

DEPARTMENT	CATEGORY	COUNT
<b><u>Maplewood Nursing Home</u></b>	<b><u>Total Patients =</u></b>	133
	In Hospital =	3
	Medicare =	3
	Medicaid =	103
	Pending Medicaid =	12
	Private Pay =	18
	Known Penalty =	2
	Hospice =	6
	<b><u>Admissions =</u></b>	0
	<b><u>Discharges =</u></b>	0
	<b><u>Deaths =</u></b>	3
<b><u>Alternative Sentencing Program</u></b>	Pre-Trial =	5
	Post-Trial =	7
	Totals =	12
	Admissions =	0
	Completion =	0
	D/C Noncompliant =	0
<b><u>Mental Health Court</u></b>	Pre-Trial =	4
	Post-Trial =	14
	Totals =	<b>18</b>
	Admissions =	0
	Completion =	0
	D/C Noncompliant =	0
<b><u>Human Resources</u></b>	<b><u>Total Number of Employees =</u></b>	443
	Part-Time =	19
	Full-Time =	339
	Temporary =	<b>2</b>
	Elected Officials =	<b>7</b>
	<b><u>Per Diems</u></b>	76
	Keene =	17
	MNH =	36
	DOC =	23

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, December 28, 2011 9:30 AM**  
**201 River Road, Westmoreland, NH**

DEPARTMENT	CATEGORY	COUNT
<b><u>Department of Corrections</u></b>	<b><u>In Facility =</u></b>	<b><u>154</u></b>
	Male =	<u>129</u>
	Female =	23
	Booking =	2
	Total =	154
<b><u>General Population</u></b>	Male =	117
	Female =	20
	Total =	137
<b><u>NH State Prison</u></b>	Male =	1
	Female =	0
<b><u>Vermont Federal</u></b>	Male =	18
	Female =	0
<b><u>NH Federal</u></b>	Male =	5
	Female =	0
	<b>Total of All Federal Inmates =</b>	<b>23</b>
<b><u>Rockingham County Females</u></b>	Total =	4
<b><u>Inmates Housed Outside of Cheshire County HOC</u></b>	NH State Prison =	2
	Merrimack =	1
	Sullivan =	2
	Secure Psychiatric Unit =	1
<b><u>Other (Specify)</u></b>	Weekend =	<u>1</u>
	Program =	2
	HCHOC =	1
<b><u>Electronic Monitoring</u></b>	Pre-Trial =	8
	Sentenced =	4
	<b>Total Housed Out of the Facility =</b>	<b>21</b>
	<b>Total Num. of Offenders in Custody =</b>	<b>175</b>
<b><u>Available Bed Space</u></b>	Total Male General Population Beds Available =	<u>35</u>
	Total Female General Population Beds Available =	16