

MINUTES
Cheshire County Commissioners Meeting
Wednesday April 4, 2018 09:30AM
County Hall Building
Stillman Rogers Conference Room
12 Court Street, Keene, NH 03431

Present: Commissioners Peter Graves, Joseph Cartwright and Charles Weed

Staff: Administrator Coates, Finance Director Trombly, and Assistant County Administrator Bouchard

Guests: State Police and Sheriff's Office Personnel

At 9:30AM the Chairman opened the meeting and recognized Grants Assistant, Dylana Shreckengost who discussed Master Agenda Item #575: Public Utilities Commission (PUC) Renewable Energy Fund Grant for Maplewood Boiler.

She discussed the pending grant and asked the Commissioners to vote to accept the grant from the PUC to purchase and install an 8 MMBTUH biomass thermal heat system (biomass woodchip boiler system) at Maplewood Nursing Home. The grant amount is \$395,000. The match is the remaining cost of the project, estimated at \$782,000. The term is 5/2/18 to 12/31/19. Acceptance of this grant obligates the County to submit a completed application to the PUC for the biomass boiler's useful thermal energy for eligibility to produce renewable energy certificates (RECs); and to market the RECs to electricity providers in NH.

Following review and discussion the Commissioners voted unanimously to accept the grant and the documentation was signed and will be forwarded to the PUC for review and processing.

HR Director May was then recognized and presented two (2) requests for Leaves of Absence (LOA's) for medical reasons and both requests were reviewed and discussed and then signed by the Commissioners.

She then presented a request for two (2) employees to have their vacation accumulation cap lifted due to the inability to find and retain hourly employees and the on-going workload requirements of the department. A discussion of sourcing employees for entry level jobs began and the conclusion of the discussion **the Commissioners agreed unanimously to approve the raising of the vacation cap for the two (2) employees who were presented for review.**

A further discussion of the accrual of vacation days for the staff was had and how time is accrued, the cap on accruals, and possible pending changes to the NH Retirement system for employees and County and Municipality employers was also covered.

Trombly was then recognized and she presented a request for a credit card to be issued for the Director of the Drug Court program. Following a short discussion that reviewed the need and use of the card, the Chair signed the authorization form.

She then presented the Hemenway Trust fund documentation for receipt of funds for 2018 and asked the Commissioners to sign the acceptance document. The funds amount received for 2018 is \$23,197.76. The Hemenway Funds use was reviewed and the acceptance document was then signed.

Trombly then said that the County's annual Tax Anticipated Note (TAN) sale will be held on May 2nd. And the closing for the note will be the week of May 10th. She said that she will require the signatures of at least two (2) of the Commissioners to complete the process.

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Coates then was recognized to present the Weekly Operations Report

Coates said that on April 19th at 6:00pm he and Commissioner Graves will attend the Westmoreland Selectboard meeting to update the town on the status of the Maplewood reconstruction project and other areas of interest.

He then said that Senator Sheehan will be attending a meeting at County Hall today at 1:00PM to discuss the Northern Boarder Regional Commission that Cheshire and Belknap Counties have asked to join. The meeting is open to the public. Coates then discussed further details of the Borders program upon a question from Commissioner Cartwright.

Coates then discussed the building and room signage for County buildings and the possible acquisition of a sign making machine to service the entire county as a way to save substantial funds. He explained that the projected cost of ordering new signs for the nursing home and Keene campus is many thousands of dollars over what it would cost to create the signs in-house. Further research, review and discussion will be done on this issue in the coming months.

Coates then said that no responses have yet been received on the windows RFP and a new approach to finding bidders may be needed. Bouchard will investigate other options.

M. Potter was then recognized and discussed Master Agenda item #574: Semi-Annual report of the Behavioral Health program. He supplied a written report on the operation of the Behavioral Health and the Commissioners asked a number of questions based on the following report.

2018 BI-ANNUAL REPORT
CHESHIRE COUNTY BEHAVIORAL HEALTH COURT PROGRAMS
January 1 through March 27, 2018

This report covers the time from January 1 through March 27th, 2018. It does include the 27 who were carry overs from 2017. Two of that number were from 2015 and one from 2016.

Current metrics for January 1 to March 27, 2018	Comparison from January 1 to March 27, 2018
Current client population = 25	36
• Females = 7	12
• Males = 18	24
• Clients involved in Keene Circuit Court = 11	20
• Clients involved in Superior Court = 14	15
• Clients involved in both Courts = 0	1
• Number of co-occurring = 24	32
• Number of just mental health issues = 0	2
• Number of just substance use disorder = 1	2
Total number of admissions to date = 6	13
• Alternative Sentencing Program (ASP) = 1	7
• Mental Health Court (MHC) = 5	6

MINUTES
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Successful Completions = 8	12
• ASP = 2	5
• MHC = 6	7
• Non-successful completions = 1	4
• ASP = 1	2
• MHC = 0	2

Average number of clients per week = 24.8 37

NARRATIVE:

There is a difference of 11 individuals when comparing the same time period between 2017 and 2018. I have no reason for the decline between the two years other than the end of 2016 CCBHCP had hit the highest census number in the program's history and this carried through into 2017. This was also the year that changes were happening within the two courts. CCBHCP was beginning to work with both Circuit Court and Superior Court. Since then, all felony arrests are going through Superior when the once were going through the Circuit system first. What is now being seen is more the norm for the program and a leveling out as Superior is handling more of the case.

DRUG SCREENING ISSUE:

CCBHCP is still experiencing difficulties in having Aspent Labs conducting the drug screenings. The problem is the insurance companies are mandating a physician order and document the medical necessity of the drug screening. If such an order is not in place the insurance companies will not pay for the drug screening. Because the programs of CCBHCP are not a "free standing" programs (CCBHCP does not do the treatment) but uses several community based agencies, private providers and clients have their own medical doctors it is hard to provide the information that the insurance agencies are requesting. For this reason, CCBHCP is now doing the drug screenings with instant screening cups while we are in discussion with the local hospital, MFS and the labs to find a solution with this concern.

The major legal issue with this is if a client questions the result of the instant drug screening, then that sample must be sent to an independent lab for further analyses. This can cost over \$500 depending on the number of drugs being tested for and may take weeks before results are received back. And the County would be the one paying for the confirmation testing.

LONGEVITY (RECIDIVISM) STUDY:

In 2014 CCBHCP began another five-year recidivism study using clients that successfully completed the programs in 2012 and 2013. The percentages reflect the percentage of those who successfully completed and did not return to the CCHOC. The results are as follows:

- 2012 MHC clients (n=21) = 53%
- 2013 MHC clients (n = 22) + 78%
- 2012 ASP clients (n = 9) = 89%
- 2013 ASP clients (n = 11) = 76%

Michael Potter, MLADC
Director of the Cheshire County Behavioral Health Court Programs

MINUTES
Cheshire County Commissioners Meeting
Wednesday April 4, 2018 09:30AM
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The Commissioners asked questions concerning the population being served and the impact on the work force and employers being involved in treatment programs.

A review of the testing program that is in place at Behavioral Health was discussed and the implications of failing the drug screening tests was had as well as a further discussion of recidivism in the program and also at the County jail. A discussion by of Potter of the types of drugs that are in use on the street and how they are distributed was covered.

The Commissioners thanked Potter for his report.

Coates then resumed his report and said that April 18th will be the next graduation date for the Drug Court program.

The Monadnock United Way will be meeting in the Delegation Hall to celebrate the attainment of the funding goal next week (Thursday April 12th) and approximately 125 people will attend the gala event.

He said that the newsletter has gone out to the employees and that a letter he wrote for the newsletter covers the upcoming wage and salary adjustments and yearly increases.

He then discussed the insurance contract that will be issued for the Maplewood project. He also discussed five (5) areas of grant reporting requirements that have been addressed for the bio-mass grant and will be reported to the Public Utilities Commission by the Grants department.

Coates then presented a formal proposed policy for the use of the County facilities by the public. Following review, the Commissioners approved the implementation of the policy. Commissioner Weed moved to accept the policy and was seconded by Commissioner Cartwright. Upon vote the motion passed unanimously.

*Public Use Policy for
Delegation Hall
and
Stillman Rogers
Conference Room
12 Court Street, Keene, NH*

It is the intent of the County of Cheshire to make these facilities available for non-profit, for-profit, civic, cultural, political parties, charitable and social organizations in Cheshire County, as well as individuals who are legally filed candidates for elected public offices. All requests are subject to the approval of the Commissioners of the County of Cheshire.

The following procedures and conditions must be completed and returned to the County no later than two (2) weeks prior to the day of the event.

- (a) Request to use the venue.*
- (b) All paperwork, insurances and licenses are completed.*
- (c) All payment is received by the County.*
- (d) Drawing of use of the facility is completed if change of use.*
- (e) City Permit is received if dictated.*
- (f) Proposal for signage to be used outside the building approved.*

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Other County Guidelines:

- (1) *Groups of minors' may use the facility if the meeting is booked and attended by an adult supervisor.*
- (2) *Parking in County spaces is prohibited between the hours of 8:00 AM and 5:00 PM Monday – Friday.*
- (3) *If requested by the County of Cheshire Board of Commissioners the applicant will incur the cost of Law Enforcement presence.*
- (4) *County Hall is a smoke free environment.*
- (5) *No alcohol on premises unless approved by the County Commissioners*
- (6) *All County Campuses are a gun free zone.*

Coates then reviewed and discussed the County equipment / asset disposition policy that governs the disposal of equipment and materials during the upcoming Maplewood reconstruction project. The State RSA that governs asset disposal requires that County Commissioners review all assets disposed of over \$300.00.

Coates said that Wednesday May 16th is National Nursing Home week and event where the Commissioners usually serve meals to the employees.

He then said that Matt Davis from UNH came to the DOC on Monday to review the Geo-Thermal system and the beginnings of crafting a plan to be able to measure and evaluate the system is underway.

Coates then said that union negotiations will begin in the coming weeks and outlined the process that still needs to be defined.

Old Business

Commissioner Cartwright said that a discussion with a former UNH forester said that a number of trails should still be in existence from about 10 years ago when the trails were active. He asked if the Surepak is still in place on the main “Woods Trail”. Coates and Bouchard both said that they did not see any evidence of it when they were on-site with the trail designer last fall. Coates and Bouchard will meet with Lew Shelly to discuss a long-range development plan for the hiking trails.

Commissioner Cartwright then asked if any more work has been done on looking at establishing cafeteria health plans for employees. A short discussion of the possible implementation of other health plans was had. A follow-on discussion began concerning the annual longevity payments and the Cost-of-Living increases paid to employees.

The Weekly Census was reviewed.

The Weekly Manifest was then reviewed and a number of questions were answered concerning invoices. At the conclusion of the questions, Commissioner Cartwright moved to accept the Manifest as presented and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.

MINUTES
Cheshire County Commissioners Meeting
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The minutes of March 28, 2018 were then reviewed and Commissioner Cartwright moved to accept the minutes as presented and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.

The Commissioners Calendar was then reviewed.

At 12:31PM there being no further business to discuss, Commissioner Cartwright moved to adjourn the meeting. The motion to adjourn was then seconded by Commissioner Weed and upon vote the motion passed unanimously.

Respectfully Submitted,

Charles Weed
Clerk, Board of Commissioners