

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 03, 2020**  
**County Hall Pursuant to Emergency Order #12 Pursuant to Executive Order 2020-04**  
**This meeting will be conducted electronically.**

**Conference Call Information**

**Phone Call-in Number:** +1 646 558 8656

**Meeting ID:** 409 748 8803

**Building**

**Present:** Commissioners: Charles Weed, Jack Wozmak, and Robert Englund

**Staff:** County Administrator Coates, Director of Finance Trombly, HR Director May, System of Care Program Director Calcutt, Interim Director of Operations at the Department of Corrections Morey, and Assistant County Administrator Bouchard.

**Guests:** County Treasurer and Keene City Counselor Terry Clark

At 9:30AM Commissioner Weed opened the meeting and a roll-call of the Commissioners attending the meeting was conducted by County Administrator Coates. Commissioners Weed, Wozmak, and Englund responded as "present".

**Commissioner Weed then moved to conduct this meeting as an emergency meeting under the relevant provisions of NH RSA 91-A, and consistent with the recommendations contained in Executive Order 2020-04 Order 12 issued by Governor Sununu. Commissioner Englund seconded the motion and upon roll-call vote the motion passed unanimously.**

**Emergency Order #12 Pursuant to Executive Order 2020-04**

**Temporary modification of public access to meetings under RSA 91-A**

**Pursuant to Section 18 of Executive Order 2020-04 it is hereby ordered, effective immediately, that:**

1. Pursuant to Executive Order 2020-04, paragraph 8 provides: "State and local government bodies are permitted and encouraged to utilize the emergency meeting provisions of RSA 91-A to conduct meetings through electronic means while preserving, to the extent feasible, the public's right to notice of such meetings and ability to observe and listen contemporaneously."
2. Pursuant to Emergency Order #2 issued pursuant to Executive Order 2020-04, gatherings of fifty people or more are prohibited.
3. To implement these orders and recommendations, the requirement in RSA 91-A:2, III (b), that a quorum of a public body be physically present unless immediate action is imperative, is waived for the duration of the State of Emergency declared in Executive Order 2020-04.
4. To further implement these orders and recommendations, the requirement in RSA 91-A:2, III(c), that each part of a meeting of a public body be audible or otherwise discernible to the public "at the location specified in the meeting notice as the location of the meeting," is waived for the duration of the State of Emergency declared in Executive Order 2020-04 so long as the public body:
  - Provides public access to the meeting by telephone, with additional access possibilities by
  - video or other electronic means;

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 03, 2020**  
**County Hall Pursuant to Emergency Order #12 Pursuant to Executive Order 2020-04**  
**This meeting will be conducted electronically.**

**Conference Call Information**

**Phone Call-in Number:** +1 646 558 8656

**Meeting ID:** 409 748 8803

**Building**

- Provides public notice of the necessary information for accessing the meeting;
- Provides a mechanism for the public to alert the public body during the meeting if there are problems with access; and
- Adjourns the meeting if the public is unable to access the meeting.

Coates then outlined the rules of the meeting;

1. Public has an opportunity at the beginning of the Commissioners Meeting under “Public Comment” to speak. Community input will not be allowed after that point, unless recognized and allowed by the Chair of the Commissioners.
2. All votes will be Roll Call and when recognized, we are asking that you re-state your name and yes or no
3. If you have a question or motion that you would like to ask to put forward, please state the following, “Mr. Chair, Commissioner (your name) has a question or motion”.
4. If you are having issue hearing the call, please text or call the County Administrator at 603-313-9002.
5. Please mute your phones so background noise won’t interfere with the meeting.
6. This meeting has been posted on our website so that the community, department heads and media can listen into the meeting.
7. This meeting is utilizing a Zoom Platform so listeners can join us via audio or audio/visual.

At 9:30AM Commissioner Weed opened the meeting and recognized Interim Director of Operations at the Department of Corrections, Morey who discussed Master Agenda Item #769: Department of Corrections (DOC) Status Report. Morey provided a short overview of the status of the DOC for the week. He discussed the work release program and the health hazards of having the inmates go out to work in public spaces and then come back to the jail on a daily basis during the COVID-19 crisis. The upcoming Semi-Annual DOC inspection was then discussed and it was decided that the inspection will take place on June 17<sup>th</sup>.

The Commissioners thanked Morey for his update and recognized County Safety Officer Kroupa to discuss County health and safety policies. She covered the ergonomic policy, the confined space policy, and the campus safety policy discussing each area and reviewing the policy elements for each section.

Also discussed was the Joint Loss Committee and the Safety Committee for all campuses. Kroupa then provided an overview of the make-up of the committee and discussed the required adherence to the State Labor Laws.

Kroupa will present and address further policy issues concerning Joint Loss, Slip, Trip, and Fall Prevention, and Temporary Alternative Duty Policies at next week’s Commissioners meeting.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 03, 2020**  
**County Hall Pursuant to Emergency Order #12 Pursuant to Executive Order 2020-04**  
**This meeting will be conducted electronically.**

**Conference Call Information**  
**Phone Call-in Number:** +1 646 558 8656  
**Meeting ID:** 409 748 8803  
**Building**

Master Agenda Item #768: System of Care Semi-Annual Report was then taken-up for discussion and Calcutt was recognized to discuss the System of Care department status. He said that a meeting with the State occurred last week and that they are asking the County be awarded a sole-source contract to become the western NH System-of-Care entity organization. He said that with this contract the Cheshire County team will cover all of Sullivan and Cheshire Counties and the Western portion of Hillsborough county.

He outlined the services that will be provided to children and families and discussed how the schools are involved. New residential and hospital placement oversight duties were also reviewed and he said that this area will become an element of the services that are provided to communities at the request of the State. The third area he covered was referral support. He said that a large number of referral's cannot be served because they do not clear the threshold of need for the System-of-Care program but they can be helped by getting referrals out to other services that can assist. An aspect of the Continuum of Care will now be able to be implemented for many of the children that will be served and with the advent of the contract with the State it will now allow Medicare and Medicaid billing for care coordination which will result in the County System-of-Care program to be self-sustaining and not reliant on tax dollars or outside grants.

A number of questions were asked by the Commissioners around the differences between case management and case coordination and how they will be implemented in the program services.

The Commissioners thanked Calcutt for his report and then HR Director May was recognized and discussed the search for the Department of Corrections Superintendent. She said that the reviewers who have been identified have been provided applicant binders that will be reviewed beginning this Friday June 5<sup>th</sup> and that interviews for selected candidates will begin shortly after.

County Administrator Coates was then recognized for the Weekly Operations Report.

Coates said that the first request for funding from the State GOFERR committee has been submitted and that he is awaiting a reply to the request that was submitted for the nursing home that would cover the increased cost of the nursing home construction due to the timeline delay incurred from the COVID-19 pandemic.

Coates then asked Trombly to review the financial status of the Nursing Home. She said that the overall revenues are not looking to bad right now. She said a budget was built this year that took into account the lowered census due to the reconstruction of the nursing home. She outlined the monies normally received from the skilled nursing line is turning out to be significantly higher because of payment changes made by the federal support payments. She said that under the Coronavirus Aid, Relief, and Economic Security Act (CARES) act the County has received \$665K in lieu of lost revenue due to the set aside of six isolation beds because of COVID-19.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 03, 2020**  
**County Hall Pursuant to Emergency Order #12 Pursuant to Executive Order 2020-04**  
**This meeting will be conducted electronically.**

**Conference Call Information**  
**Phone Call-in Number:** +1 646 558 8656  
**Meeting ID:** 409 748 8803  
**Building**

An extended discussion of the impact of the skilled nursing impact on nursing homes began and how the County will end-up at the close of the budget year in December.

A very lengthy discussion of the stipends that are available to the contract nursing home and other personnel that has been authorized by the state, as well as for payments to the dietary and food service personnel at the Department of Corrections was then had. A definition of makeup of the contracted personnel and the payment of the stipends was covered and it was discussed that all eligible payments will be made with a week in arrears delay due state processing requirements that require all hours be verified before stipend payments are paid out.

Coates said that the Opiate response planning grant team held interviews with Monadnock Family Services (MFS) and the Cheshire Medical Center personnel. Following the interviews, it was decided that MFS would be the recipient of program operation planning and implementation for the program if the grant is awarded.

Coates then said he has been invited to a zoom meeting with the DRA concerning municipal tax shortages. He also said that a meeting for June 27<sup>th</sup> is being planned with the towns so that a discussion can held about the potential revenue shortfalls in the towns.

Coates then discussed a personnel issue and reviewed how the employee could possibly return to work after an extended absence due to illness.

COVID-19 testing by the State has just begun at the nursing home will continue this week and will be re-done at on-going intervals in an attempt to prevent or mitigate any infections at the facility.

The implementation of a Telehealth program for the County with Cheshire Medical Center to review the possible implementation at the County facilities will take place next week. The cost of implementing the program is believed to be able to covered under the CARES Act funding and offers an opportunity to introduce a much-needed service for the nursing home especially during the term of current pandemic.

Coates then discussed a communication that was received from the Monadnock Trails representative that reported out to the Commissioner's at last week's meeting concerning the progress that is being made by the group in building and maintaining the rail trails throughout Cheshire County. The request that was made was for the Commissioners to express their formal support for the organizations work. **Following discussions, Commissioner Weed moved to support the Monadnock Regional Rail Trail Collaborative program efforts and was seconded by Commissioner Englund. Upon roll-call vote the motion passed unanimously.**

An in-depth discussion of the New Hampshire Association of Counties status began and funding of the association was covered in detail.

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, June 03, 2020**  
**County Hall Pursuant to Emergency Order #12 Pursuant to Executive Order 2020-04**  
**This meeting will be conducted electronically.**

**Conference Call Information**

**Phone Call-in Number:** +1 646 558 8656

**Meeting ID:** 409 748 8803

**Building**

Old Business:

New Business: Director Trombly informed the Commissioners that the RSA mandated filing of the MS-46 DRA form that submits the County budget to the State has been completed.

**Commissioner Englund moved to accept the Consent agenda for the Weekly Manifest and the Minutes from the week of May 27, 2020 seconded by Commissioner Wozmak. Upon roll-call vote the motion passed unanimously.**

**At 12:04PM there being no further public business to discuss, Commissioner Englund moved to adjourn until noon and was seconded by Commissioner Weed and upon roll-call vote the motion passed unanimously.**

Minutes recorded by:

R. Bouchard, Assistant County Administrator

Reviewed and submitted by:

R. Englund, Clerk