

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 09, 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

**Pin #:** 6031233

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

**Staff:** County Administrator Coates, Finance Director Trombly, Nursing Home Administrator Kindopp, and Human Resource Director May

At 8:30AM Commissioner Weed opened the meeting and a roll-call of the Commissioners attending the meeting was conducted by County Administrator Coates. Commissioners Weed and Englund responded as "present".

At 9:12 AM Commissioner Wozmak entered the meeting.

**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, II 1 (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, II 1 (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.

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- 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 9:33AM the Chair recognized Nursing Home Administrator Kindopp to discuss Master Agenda Item #796: Medicaid Transportation Billing Contract.

Kindopp explained that as of June 1, 2020 and September 1, 2020 the State of NH has entered into two new contracts with Medicaid Transportation billing companies. The Medicaid Transportation billing allows billing for transporting Medicaid residents to Dr.’s appointment. Kindopp has been diligently working to get contracts with these two companies but has been unsuccessful. One of the contracts has included insurance liability expectations that Primex has indicated they cannot meet. Therefore that issue alone will not allow us to sign the contract as we would have no coverage. As for the other company, Kindopp pushed back based on guidance from Primex as well where they requested changes. As of this date Kindopp has not heard back from either company in order to move forward. As a result billing has not been able to be done for transportation trips that for our Nursing Home residents that are covered by one of these two companies and it is not certain when or if a resolution will happen.

Kindopp wanted to make the Commissioners aware that if contracts cannot be achieved this would be an area of lost revenue. There is a third company that we do have a contract with, however not many residents are signed up for that Managed Care company so their trips are not covered. Kindopp will see

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if an alternative is to have residents switch to the third company if by switching would not negatively impact other covered services.

Additionally, she noted that as telehealth is being utilized more and more, the need to transport residents to their appointments will be less. Therefore, the billing for this service will be lower than in past based on this new transition.

Kindopp also informed the Commissioners that DHHS Commissioner Shibinette announced earlier in the morning that they will be transitioning to having all Nursing Homes self-direct working with labs to receive results of COVID-19 testing for the employees. There is not a specific plan in place yet, however it is unknown where the funds would come from to pay for the testing that can range from \$60 - \$100 per test for approximately 250 employees. The potential cost to test employees could be upwards to \$100,000 per month as there is a potential to test two (2) times per month. Kindopp indicated that she has reached out to Quest Diagnostics to start the process of a contract.

The Chair then recognized Human Resources Director May for Master Agenda Item # 797 to request an unpaid leave of absence. May addressed the Commissioners to present a request for a four week leave of absence for an employee that is not eligible for FMLA and is in need to be out for one month to address a medical need. As the policy requires Commissioners approval for unpaid Leave of Absences, she is bringing the request forward on behalf of the Department Head who is recommending the leave be approved.

**Commissioner Englund moved to approve the four weeks leave of absence, seconded by Commissioner Weed, and upon roll-call vote the motion passed unanimously.**

Coates was then recognized for the Weekly Operations report.

Coates reported that the next Town Hall virtual Zoom meeting will be Monday September 28, 2020 at 12:00pm.

Coates then reminded the commissioners that the NHAC monthly Executive meeting will be held virtually via Zoom on Friday September 10, 2020 at 10:00am.

Coates informed the Commissioners that there will be a grab and go Barbeque for the Keene Campus next Thursday September 17, 2020 from 11:30am – 1:00pm. There will be hamburgers and hotdogs as well as salads and such supplied by Don Nason at the DOC. At this time, employees with longevity milestones of 5, 10, 15, 20 years of service will be recognized.

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A similar event will be held for the staff at the Department of Corrections and Maplewood Nursing Home at a future date to be announced.

Coates mentioned that the County Attorney is reviewing resumes for the position of Restorative Justice/Victim Witness Supervisor. Commissioner Wozmak indicated that he would like to see that the Commissioners have the ability to see the resumes as well. Commissioner Weed and Englund agreed that they would have great interest to see the resumes of the finalist for this position. Administrator Coates will reach out to County Attorney McLaughlin to get copies to make available for next Wednesday's meeting.

Commissioner Weed asked if the County did exit interviews for employees leaving employment with Cheshire County. Commissioner Wozmak and Administrator Coates explained that Human Resources provides every terminated employee the opportunity for an exit interview but not all employees complete the exit interview upon termination. Coates also indicated HR Director May is testing software over the next year at no cost that will help track terminations, retirements and resignations in order to have data that will provide more useful information as to why employees are leaving.

Due to another commitment, Commissioner Wozmak left the meeting

Old Business: None

New Business: None

**Commissioner Englund moved to accept the Consent agenda for the Weekly Manifest and the Minutes from the week of September 09, 2020, the motion was seconded by Commissioner Weed upon roll-call vote the motion passed 2-0 unanimously.**

**At 09:45AM there being no further public business to discuss, Commissioner Englund moved to adjourn and was seconded by Commissioner Weed. Upon roll-call vote the motion passed 2-0 unanimously.**

Minutes recorded by:  
S. Trombly, Director of Finance

Reviewed and submitted by:  
R. Englund, Clerk