

MINUTES
Cheshire County Commissioners Meeting
Wednesday, October 12, 2022, 2022
Department of Corrections
825 Marlboro Road, Keene, NH 03431

Zoom Call-in Number: +1 646 558 8656
Meeting ID: 409 748 8803
Pin #: 6031233

Present: Commissioners Jack Wozmak, Robert Englund, and Terry Clark
Staff: County Administrator Coates, Finance Director Trombly, Grants Manager Bansley, IT Director Hummel, Sheriff Rivera, HR Director May, Safety Officer Kroupa, and Assistant County Administrator Bouchard
Guest(s):

I. Public Comments

Upon recognition from the Chair, a Public Comment on topics of interest may be made, not to exceed three (3) minutes in length.

II. Elected Officials & Department Head Updates

To receive, as informational, departmental updates requiring Commissioner review, participation, approval, and impactful departmental and operational issues.

At 8:32 AM, The chairman opened the meeting, and upon the roll call, Commissioner Clark and Englund responded as “present.”

At 8:33 AM Commissioner Wozmak joined the meeting.

HR Director May was recognized and presented a request for three (3) non-FMLA leaves of absence. May said that an employee at the DOC is seeking non-FLMA to run from October 29 – Nov 19th. She then said an MNH employee is expecting a child, asking to take eight weeks off – LOA granted. Both of the requests were approved.

Another MNH employee is borderline eligible for non-FMLA requests and asks for time off from 12/12 – 1/04 for travel with family. The employee doesn’t have enough time booked, major holidays must be worked, and the supervisor is not on board with time off. Following the discussion, the commissioners moved to support the supervisor’s recommendation, and the request was not approved.

III. Scheduled Items

Master Agenda Item #1027: Safety Officer - Semi-Annual Report - J. Kroupa,
Action Expected: To receive, as informational, a report from the Safety Officer on department operations and results. Kroupa was then recognized and provided the following reports.

To: Cheshire County Board of Commissioners
From: Julie Kroupa, Safety Officer
Date: October 6, 2022
RE: Quarterly Report to the Commissioners

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Below is a summary of the current and ongoing projects for the 2nd and 3rd quarters of 2022.

Ongoing management of the Worker's Compensation and the Temporary Alternative Duty program. Programs are current with the compensation process and are in compliance.

Renewed the annual PRIMEX PRIME3 Certification for 2022 and expect to receive a 2.5% discount for Worker's Compensation and a 2.5% discount for Property and Liability toward 2022.

DHHS Life Safety Survey of Maplewood Assisted Living Deficiency Free.

Coordinate the required DOL annual inspections of all County-Owned facilities. The Cheshire County Joint Loss Management Committee and the Campus Safety Committees are responsible for inspections of their buildings and reporting deficiencies to the Safety Officer. Inspection reports are written, work orders placed, and reports submitted to each department for review/resolution. Inspections are ongoing.

Develop the agendas, facilitate the meetings, and create and distribute all the meeting minutes for the Maplewood Safety Committee, Keene Safety Committee, Department of Corrections Safety Committee, and the Cheshire County Joint Loss Management Committee.

Continue to train MNH employees on the new Disaster Plan along with ongoing testing of the plan, including updating policies as needed. Changes are distributed quarterly.

Coordinated two Missing Resident Disaster Drills for Maplewood- a Tabletop drill in June and a Live drill in September. Coordination with a department, the Sheriff's Office, State Police, and Westmoreland Fire Department.

Annual Safety Training for DOC completed for 2022. Maplewood does annual/new employee training every two weeks ongoing. Annual Safety Training for Keene Campus is currently ongoing.

Annual live fire extinguisher training for Maplewood employees will be completed in October.

Fire drills were held in accordance with state and local regulations for Maplewood and Keene Campus. DOC handles its fire drills internally.

Completed all emergency equipment inspections and replaced items as needed- completed on a weekly/monthly schedule. Safety equipment in vehicles is now inspected twice yearly.

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Permits to Operate for Maplewood are current.

2022 Annual MNH Bed Entrapment Survey Completed.

Continue to maintain an active role in the Greater Monadnock Public Health Network, the Granite State Health Care Coalition, Regional Planning Committee, Healthcare Emergency Preparedness Alliance, the Healthcare Workforce Group, and the Public Health Emergency Coordinating Committee. I will be pursuing MACE training. Some of these committees are still on hold from the pandemic.

Ensure all the MNH Transportation department drivers who transport residents have current safe driving records and/or defensive driving certificates on file.

We are working to meet employees' ergonomic needs with the review of workstations, adding ergonomic devices and new furniture.

Member of the committee that organizes employee Health Fairs and Wellness Initiatives at MNH and Keene Campus.

Ongoing fit testing of all nursing staff at Maplewood for N95 masks to provide protection from Covid-19. Annual fit testing for Sherriff's deputies gas masks and Maplewood Facilities dust masks.

Workers Comp 2022

April 1, 2022- September 30, 2022

Claims 13, 53 total incidents

7: Department of Corrections

4: Sheriff

24: MNH Nursing

5: Environmental Services

8: MNH Dietary

1: MNH Facilities

3: MNH Rehab

1: MNH Activities

Lost work days: 38 Light Duty Days: 82

Gender:

37 – Female

16 - Male

Shift:

34– 7:00-3:00

9 – 3:00-11:00

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5- 11:00-7:00

4- 4:00-12:00

1- 12:00-8:00

Day of Week:

8- Sunday

9- Monday

9 – Tuesday

6- Wednesday

5- Thursday

12- Friday

4- Saturday

The Commissioners asked several questions, particularly about the missing resident disaster drills. Kroupa explained the procedures and said that the “missing resident” was found within twenty minutes of the start of the drill.

Master Agenda Item #1028: Signing of Police Contracts with County Towns was then discussed. Sheriff Rivera was recognized and said that the Police patrol contracts between the Sheriff’s department and the towns of Richmond, Sullivan Surry, and Gilsum are up for renewal. He said the contracts would be renewed at increased rates reflecting the increased labor and equipment costs. The contracts will renew on January 1st if approved by the Commissioners and Delegation. Commissioner Englund asked what the structure of the agreement was, and Rivera said that the contracts operate on the maximum number of hours that can be provided, and in case of staff shortage, the hours would be decreased as arranged with the towns.

A discussion of why towns chose to use contracted police services instead of funding their town services began. Also covered was the jurisdiction of the State Police for state roads and local towns. Rivera discussed how the towns utilize the Sheriff services, including contracted and detail rates. Commissioner Wozmak remarked that an Ambulance staffed for a year is approximately \$356K a year or about \$56 per hour, which is the same rate the Sheriff charges for the contracted rate.

Following discussions, the Commissioners signed the documents that were requested.

Rivera added that the SAU29 contract is ongoing and updated yearly in addition to the towns.

The Commissioners then took up Master Agenda Item #1029: DOC Security System Upgrade. Hummel was recognized to discuss the DOC security system upgrade and said the system is running on a very old Microsoft XP machine that is no longer supported. He said he published an RFP to replace and upgrade system components and received only two bids. He noted that Whalley Computer submitted a bid of \$86,674 to do the work. The second company withdrew its bid because they do not believe it could complete the job as specified, as it typically installed a much smaller system. Hummel said he was asking for approval to proceed with the Whalley Computer bid.

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The Commissioners asked about the total pricing and what hardware is being replaced. Hummel said the card readers need to be upgraded, and much of the wiring and backend configuration will remain the same. A question of how long the project would take surfaced. Hummel said that if all of the parts were in hand and the staffing was sufficient, it would probably take about two weeks to complete.

Commissioner Wozmak moved to authorize the purchase from Whalley Computer, which Commissioner Englund seconded. Upon roll call vote, the motion passed unanimously.

Master Agenda Item #1030: Homeland MCP Tech Update Grant Acceptance – S. Bansley was recognized and asked the Commissioners to vote to execute award documents to accept an NH Department of Safety Homeland Security grant for \$130,599 to overhaul the County’s Mobile Command Post electronics.

She then reviewed the grant details and explained that the grant was for the mobile command post upgrade. It was discussed that the equipment in the mobile unit is about ten years old. The grant will allow the electronics that are now obsolete to be replaced.

Following discussions, Commissioner Clark moved to accept the grant, and Commissioner Englund seconded the motion. Upon roll call vote on the motion, the motion passed unanimously.

Bansley addressed Master Agenda Item #1031: Timken Company Charitable & Educational Fund Grant Acceptance. She asked the Commissioners to vote to authorize her to execute award documents and to accept on behalf of the County of Cheshire a \$25,000 grant with no match from Timken Company Charitable & Educational Fund to repair/convert a section of the Cheshire Rail Trail in Troy and Fitzwilliam, and to vote further to authorize County Administrator Chris Coates to execute an MOU with the Monadnock Region Rail Trail Collaborative for volunteer project management and a subcontract with Lukeman Excavation for \$4,999 to complete the work.

Bansley explained that a section of the trail is unpassable due to washouts and damage done by severe weather. She said that the contractor (Lukeman) has done much work gratis and asked that the paid portion of the work be awarded to Lukeman to finish the job.

Commissioner Wozmak spoke to the railbed management run by the state and said that it is managed in case rail transport returns to NH. It was agreed that this was a remote possibility at best.

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Following discussions, Commissioner Englund moved to accept the grant, and Commissioner Wozmak seconded the motion. Upon roll call vote, the motion passed unanimously.

Bansley then spoke to Master Agenda Item #1032: Violence Against Women Act (VAWA) Grant Award Acceptance. She again asked the Commissioners to vote to accept the award renewal and execute award documents for the 2023 Violence Against Women Act (VAWA) grant "DV Prosecutor Grant" from the NHDOJ for \$30,000 plus a \$10,000 match.

After a short review of the grant's purpose, Commissioner Englund moved to accept the grant, which Commissioner Clark seconded. Upon roll call vote, the motion passed unanimously.

Director Trombly was then recognized and presented the following suggested 2023 budget review schedule for the Commissioners.

2023 Commissioners' Budget Review Schedule - County Hall 12 Court Street

Monday, October 24, 2022, 9:00 am – 1:00 pm

- 9:00 am – 9:30 am – Department of Corrections -4230
- 10:00 am – 10:30 am – Sheriff & Dispatch – 4211 & 4213
- 10:30 am – 10:45 am – Conservation District --4619
- 10:45 am – 11:00 am – UNH Coop Extension - 4611
- 11:00 am – 11:15 am – System of Care & Connected Families – 4463 & 4464
- 11:15 am – 11:30 am – Grants – 4154 & 4461
- 11:30 am – 11:45 am -- Drug Court, Recovery Coach & Behavioral Health Court– 4462, 4466 & 4460
- 11:45 am – 12: pm -- Human Resources -4153
- 12:pm – 12:15pm – Restorative Justice –
- 12:15pm – 12:45 pm – Cheshire EMS – 4250

Wednesday, October 26, 2022, 10:30 am –2:00 pm

- 10:30 am – 10:45 am Information Technology – 4152
- 10:45 am – 11:00 am -- Deeds-4193
- 11:00 am – 11:15 am - County Attorney/Reg. Pros/Med.Exam– 4123,4127,419200
- 11:15 am – 11:30 am – Keene Facilities – 4194
- 11:30 am – 11:45 am -- General Government – 4199

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- 11:45 am – 12:00 pm --Finance, Treasurer & Personnel Admin & Medicaid Exp 4150, 4151, 4155, 4441
- 12:00 pm – 12:15 pm -- Delegation & Commissioners– 4110 & 4130
- 12:15 pm – 2:00 pm – Maplewood Nursing Home (all Departments Including ALF)

Following a short review, the schedule was accepted, and the department heads will be notified.

IV. County Administrator

Weekly Operations Report - The County Administrator will update the Commissioners on activities that have taken place since the previous meeting.

Coates said that a letter of support had been sent to the Southwest Regional Planning Commission (SWRPC) and the Town of Westmoreland in support of replacing the bridge on River Road in Westmoreland, which is long overdue.

He said Keene State College would host a candidate evening on October 27th at 6:30 PM and said the turnout last year was quite substantial.

He then said that on October 13th, residents and staff choosing to get a COVID booster or Flu shot will be able to receive them at the nursing home, and on October 19th, Flu shots would be offered to the staff in Keene at 12 Court Street.

Coates said that a Deputy Chief of EMS has been hired and has started as of Monday, October 10th and that a formal announcement will be forthcoming.

Coates said that staff from Merrimack County would meet with Cheshire County in preparation for the County hosting the NH Association of Counties conference next year.

Commissioner Wozmak then discussed that the startup plans for the EMS department are scheduled for November 17th and reviewed the pending purchase of another ambulance from the town of Walpole for \$10,000. He said that if the interfacility transfers are to begin, another unit is needed immediately.

Following discussions, Commissioner Englund moved to wave the RFP bid process and authorize American Rescue Plan Act funds to fund the purchase. Commissioner Wozmak seconded the motion, and upon roll call vote, the motion passed unanimously.

A discussion of the resource needs of the EMS department was discussed at length. An additional discussion of the history of how the department was brought into being was covered in great detail.

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- V. Old Business **None**
- VI. New Business **None**
- VII. Consent Agenda Items:
Vote to accept the Weekly Manifests for October 12 and the Minutes of September 28, 2022.
Commissioner Clark moved to accept the manifests and approve the minutes, which Commissioner Englund seconded. Upon roll call vote, the motion passed unanimously.
- VIII. Calendar
Action Expected: To accept the calendar as informational and to make necessary changes/additions.
- IX. General Discussion for Commissioners
Master Agenda Item #673: Commissioners - State Cost Shifting Letter and Restorative Justice Program
- X. Nonpublic Sessions
- XI. Adjournment
At 10:24 AM, there being no other public business to discuss, Commissioner Wozmak moved to adjourn the meeting, and Commissioner Englund seconded the motion. Upon roll call vote, the motion passed unanimously.

Recorded and edited by:
R. Bouchard
Assistant County Administrator

Reviewed and submitted by:
Terry Clark
Clerk, Board of Commissioners