

MINUTES

Wednesday, April 26, 2023

This meeting will be conducted in person
and electronically (via Zoom) at the

Maplewood Nursing Home
201 River Road
Westmoreland, NH 03467

Zoom Call-in Number: +1 646 558 8656

Meeting ID: 409 748 8803

Pin #: 6031233

Start Time 09:30 AM

Present: Commissioners Jack Wozmak, Robert Englund, and Terry Clark

Staff: County Administrator Coates, Superintendent Iosue, Finance Director Trombly, Human Resources Director May, Maplewood Facilities Director Harrison, Safety Director Perrin, Maplewood Administrator Kindopp, Grants Director Bansley, County Project Manager Bouchard, and Executive Assistant Gouger

Guest(s):

At 9:29 AM, Commissioners Wozmak, Englund, and Clark all responded as "present."

Public Comments

Upon recognition from the Chair, a Public Comment on topics of interest may be made, at most three (3) minutes in length.

I. Elected Officials & Department Head Updates

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

Superintendent Iosue requested signatures on certifications documentation for newly certified Correctional Officers that were recently completed.

Iosue followed up on the recommendation for a request in policy change on the County level concerning uniform allowances for per-diem employees. He noted that the Commissioners did not officially vote on the request two weeks ago, and he reiterated that the policy change is for per diem and employees over one year and will be prorated based on the number of hours worked. He said that he would be willing to amend it to be for employees working 24 hours or more.

Coates says that he met with Trombly and Kindopp. Kindopp said that they value their per diem employees, and she felt that honoring them with more hours worked at a higher pay rate is sufficient. She says that she does not feel the need to incentivize further per-diem employees, which she would not support and move forward with at Maplewood.

Coates says that this would be a DOC carveout. Commissioner Wozmak says he is not inclined to carve out a change only for the Department of Corrections, and HR Director May says that she also does not favor the change.

Commissioner Clarks asks if there is another way to accomplish this without a policy change.

Kindopp asked if there is a way that he could do a variation of a raffle, and for each shift that a per diem employee works, they can enter the raffle for a set amount of funding to be used for uniforms.

Following further discussions, Commissioner Wozmak moved to authorize the department heads to engage in a quarterly raffle for up to a \$50 prize. Commissioner Englund seconds the motion. Upon roll call vote, the motion passed unanimously.

Iosue then said that there is a pretrial inmate with extreme medical needs, which could exceed all outside medical budgets in as little as half a year. He says that one possibility could be putting them in home confinement. He does have Medicaid, but it cannot be billed. Commissioner Wozmak asked if he had been sentenced would Iosue be able to release him to other forms of sentencing? Iosue confirmed that he would be able to do so in consultation with the judge and attorneys.

Commissioner Wozmak asked if he was a threat for flight or violence. Iosue says that regarding home confinement, it is not live-time monitoring. He stated that the courts do not have to consider the fiscal impact on the detention facility when applying a sentence.

Iosue will inquire further about options for the inmate in question in the next few days.

Maplewood Administrator Kindopp was recognized and discussed new CMS rules regarding minimum staffing levels for patient care. It was discussed that some Congressional representatives are in favor of the staffing minimums, while others are not in support.

Kindopp says that the internal reporting requirement that is provided to CMS now requires data on minimum staffing hours. The reports are for all care providers.

II. Scheduled Items

Master Agenda Item #1080: DOT5310 Purchase of Service Grant Agreement for SFY24-25 funds — S. Bansley

Action Expected: Vote to accept and execute an amendment to the DOT FTA Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities SFY24-25 grant agreement for \$245,300 for SFY24 and \$245,300 for SFY25 for a combined total of \$490,600 from NH DOT for the period of July 1, 2023, to June 30, 2025. The grant requires a match of 20% of the total project, or \$98,120, to be provided by volunteer driver hours from CVTC.

Bansley presented the annual renewal for the DOT FTA grant, and Commissioner Wozmak moved to accept and execute an amendment to the DOT FTA Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities SFY24-25 grant agreement for \$245,300 for SFY24 and \$245,300 for SFY25 for a combined total of \$490,600 from NH DOT for the period of July 1, 2023, to June 30, 2025. The grant requires a match of 20% of the total project, or \$98,120, to be provided by volunteer driver hours from CVTC.

Commissioner Englund seconded the motion, and upon roll call vote, the motion passed unanimously.

Master Agenda Item #1081: MNH Facilities Semi-Annual Report – B. Harrison
Action Expected: To receive a six-month informational report from MNH facilities director Bruce Harrison.

MNH Facilities report to the Commissioners Covering Q4 FY22 – Q1 FY23

Accomplishments

- HVAC replacement project started in October, 6 Roof top units were demo'd, duct work and coil installations were completed for 2 units in ALF, Social Services staff were relocated to allow for duct work replacement on ground, on 11/29 the crane removed old units and placed the new units, early December factory start up took place, balancing took place in March with some additional work taking place in April to finalize the project
- Ash gate piston was replaced in the Biomass boiler
- ALF Nurse call system replacement was completed – system from Crotched Mt.
- Countryside performed our annual fire alarm test
- ALF elevator breaker shunt trip failed during inspection which required the replacement of the entire breaker due to it being obsolete – normally you can just replace the shunt
- Exterior LP regulator replaced for the laundry dryers
- Boiler room breaker – failed to reset on two occasions during weekly generator test runs. This breaker is part of the load shed feature and is turned off and on mechanically during the generator test. Load shed device disconnected and breaker to be replaced in May.
- Completed the final phase of the lockset replacement project
- DEW and Youngblood in on the kitchen closet odor issue – finally found the problem!
- Had CAT in to reprogram the generator operation to lead / lag and also take out the load shed programming
- During the -15-degree weekend the Biomass and propane boilers maintained the buildings temperature. Had one issue with a frozen pipe on an outside hose bib on ground floor behind the bathroom walls.
- Maryland biomass group toured our boiler room along with several others in the State

Concerns

- Adding the balance of the buildings load to the generator – from a logistics perspective

Water Treatment Plant Q4 2022

Source	Period	Gallons
Connecticut River	22-Oct	332,300
Connecticut River	22-Nov	200,000
Connecticut River	22-Dec	139,900
Treatment Plant finished water	22-Oct	295,600
Treatment Plant finished water	22-Nov	187,400
Treatment Plant finished water	22-Dec	125,100
Well	22-Oct	121,300
Well	22-Nov	228,000
Well	22-Dec	160,500
Quarterly Volume to the tank	Total	1,117,900

Water Treatment Plant Q1 2023

Source	Period	Gallons
Connecticut River	Jan-23	113,000
Connecticut River	Feb-23	413,600
Connecticut River	Mar-23	362,700
Treatment Plant finished water	Jan-23	103,700
Treatment Plant finished water	Feb-23	366,000
Treatment Plant finished water	Mar-23	328,600
Well	Jan-23	160,600
Well	Feb-23	188,700
Well	Mar-23	32,100
Quarterly Volume to the tank	Total	1,179,700

Waste Water Treatment Plant Q4 2022

Discharge	Period	Gallons
Connecticut River	22-Oct	324,000
Connecticut River	22-Nov	294,000
Connecticut River	22-Dec	326,000
	Total	944,000

Waste Water Treatment Plant Q1 2023

Discharge	Period	Gallons
Connecticut River	Jan-23	313,000
Connecticut River	Feb-23	265,000
Connecticut River	Mar-23	339,000
	Total	917,000

Budget

Account - Q4 2022	2022 Budget	Dec. Actual	YTD Actual	Budget Balance	Percent Remain
P/R Staff MNH	\$392,061	\$32,322	\$374,325	\$17,736	4.52%
P/R Overtime MNH	\$8,500	\$1,072	\$4,165	\$4,335	51.00%
Outside Services MNH	\$149,020	\$17,717	\$103,011	\$46,009	30.87%
Supplies MNH	\$9,500	\$1,257	\$4,783	\$4,717	49.65%
Electricity MNH	\$220,000	\$19,540	\$224,689	-\$4,689	-2.13%
Gas/LPG MNH	\$49,500	\$0	\$37,828	\$11,672	23.58%
Fuel - Biomass MNH	\$106,950	\$23,421	\$100,501	\$6,449	6.03%
Auto Repair MNH	\$6,500	\$137	\$7,772	-\$1,272	-19.57%
Building Repair MNH	\$35,000	\$2,076	\$36,551	-\$1,551	-4.43%
Equipment Repair MNH	\$25,000	\$2,346	\$20,984	\$4,016	16.06%
Total MNH Facilities	\$1,271,437	\$112,470	\$1,147,149	\$124,288	9.78%

March reports not available to complete Q1 2023

Renewable Energy Credits (REC)

2022	Q1	Q2	Q3	Q4	Total
REC's	687	276	88	577	1628
Rate	\$24.50	\$24.50	\$24.50	\$24.50	
Amount	\$16,831.50	\$6,762.00	\$2,156.00	\$14,136.50	\$39,886.00
Minus 10%	\$1,683.15	\$676.20	\$215.60	\$1,413.65	\$3,988.60
Total Received	\$15,148.35	\$6,085.80	\$1,940.40	\$12,722.85	\$35,897.40

Reports turned in April 4 for Q1 2023 REC's – no data available yet

Looking Forward

- Admin added to the generator and boiler room breaker replaced
- Mini split added to CATV room
- DEW finishing warranty work on kitchen closet, boiler room exterior wall cleaning, loose door handle replacement and repair a leaking seam on the Facilities building

Master Agenda Item #1082: Human Resources Semi-Annual Report – K. May

Action Expected: To receive as six-month informational report from Human Resources Director Kim May.

Human Resources Activity 10/01/2022 – 3/31/2023

Total Hires: 103

Keene - 15

- Administration – 1
- BHC – 1
- Connected Families – 1
- Finance – 2
- Grants – 1
- IT – 2
- Sheriff – 7
 - Bailiff – 2
 - Deputy – 1
 - Dispatch – 1
 - Radio Tech – 1

Department of Corrections - 13

- Corrections Officers – 12
- Nurse – 2

CCEMS – 39

- EMT – 19
- AEMT – 8
- Paramedic – 10
- Deputy Chief – 1
- Administrative Assistant - 1

Maplewood - 36

- ALF – 2
- Dietary – 3
- Housekeeping – 9
- Laundry – 1
- Nursing – 19
 - LNA – 9
 - LPN – 2
 - RN – 1
 - Ward Aide – 7
- Receptionist – 1
- Safety - 1

Total Terms: 79

Keene – 14

- ARPA Intern – 1
- BHC – 1
- Connected Families - 3
- Grants – 1
- IT – 1

- Sheriff – 7
 - Bailiff – 3
 - Deputy – 2
 - Dispatch - 2

Department of Corrections - 16

- Corrections Officers – 12
- Nurse – 2
- Transportation Officer - 2

CCEMS – 5

- Administrative Assistant – 1
- EMT – 1
- AEMT – 1
- Paramedic - 2

Maplewood - 44

- ALF – 1
- Dietary – 8
- Housekeeping – 4
- Nursing – 28
 - LNA – 14
 - LPN – 1
 - RN – 5
 - Ward Aide – 8
- Receptionist – 1
- Rehab (PT Aide) – 1
- Safety - 1
- Some of the reasons for resignations are as follows:
 - Unable to return after medical leave
 - Realized work is not for them
 - Terminated due to attendance issues
 - Terminated due to behavior
 - Moved out of area
 - Per diem w/no availability to pick up hours
 - Retired
- We have modified our contract language with LNA Health Careers to make it more viable to have smaller classes more frequently.
- We are currently continuing to offer a \$2,000 sign on bonus at Maplewood for any LNA, nurse, Dietary Aide or Housekeeper hired. This is paid out as follows: \$500 at 3 months, \$500 at 6 months and \$1,000 at 1 year for a 40 hour/week employee - prorated for part time.
- We continue to use more agency/traveler staff than we ever have before at Maplewood.

- April 1 our digital marketing campaign kicked off – we currently have 2 "I love my job" ads running with staff from Maplewood. We have another "I love my job" ad from the DOC that will begin in May.

The Commissioners thanked Harrison for his report and his good work in keeping the Nursing Home in good condition and the facilities operationally sound.

III. County Administrator

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

County Administrator Coates discussed documentation for a Sheriff's cruiser and requested a motion from the Commissioners to approve and authorize Coates to execute and deliver the lease paperwork between Republic First National Corporation and Cheshire County for the Master Equipment Purchase agreement dated March 30, 2023.

Commissioner Englund moved to approve and authorize Coates to execute and deliver the lease paperwork between Republic First National Corporation and Cheshire County for the Master Equipment Purchase agreement dated March 30, 2023. The motion was seconded by Commissioner Clark, and upon roll call vote, the motion passed unanimously.

Coates says he met with a local business owner to discuss solar opportunities in the County. A current site could allow for installing a five-megawatt solar generation facility that may benefit both the owner and the County. More discussions will be held in the coming weeks to explore the opportunity.

Coates says that he also spoke with Revision Energy, who is doing a solar project in Hinsdale. They expressed some interest in possibly partnering with the County on an additional project.

Coates says that he discussed the Guardian School Safety Program with Sheriff Rivera and the superintendents of SAU 29 and 93. The superintendents were receptive to the idea and understood that they would need to create a policy around the new incentive.

Coates says that the Sheriff Infrastructure project is moving ahead and that twelve (12) of the fourteen (14) sites were signed off on, while the other two are still going through review.

IV. Old Business: None

V. New Business: None

VI. Consent Agenda Items:

Vote to accept the Weekly Manifests for April 26, 2023, and the meeting minutes of April 19, 2023.

Commissioner Clark moved to accept the Weekly Manifests for April 26, 2023, and the meeting minutes of April 19, 2023. The motion was seconded by Commissioner Englund, and upon roll call vote, the motion passed unanimously.

VII. Calendar

Action Expected: To accept the calendar as informational and to make necessary changes/additions.

No changes we noted.

VIII. General Discussion for Commissioners

Master Agenda Item #673: Commissioners - State Cost Shifting Letter and Restorative Justice Program

IX. Nonpublic Sessions:

At 11:12 AM, Commissioner Wozmak moved to enter a nonpublic session pursuant to RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting.

As a result of discussions in nonpublic sessions, no decisions were made, and no vote was taken.

A motion was made by Commissioner Wozmak and seconded by Commissioner Englund to seal the minutes because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board.

At 11:43 AM, upon roll call vote, the motion to seal the minutes and return to the public session passed unanimously.

X. Adjournment

At 11:45 AM, Commissioner Englund moved to adjourn the meeting. The motion was seconded by Commissioner Clark, and upon roll call vote, the motion passed unanimously.

Recorded and edited by:
C. Gouger
Executive Assistant
Office of the Commissioners

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