



COMMISSIONERS MEETING MINUES

Wednesday, June 28, 2023

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

Cheshire County Department of Corrections
825 Marlboro Road
Keene, NH 03431

Start Time 08:30 AM

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

Staff: County Administrator Coates, Finance Director Trombly, Human Resources Director May, Superintendent Iosue, Grants Manager Bansley, Dispatch Communications Consultant Crowell, EMS Chief Spain, Deputy Chief Butler, Project Manager Bouchard, and Executive Assistant Gouger

Guest(s):

At 8:30 AM, all Commissioners 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.

Human Resources Director May requested a non-FMLA leave of absence for an employee whose FMLA will be exhausted as of June 30 and who needs an additional eight weeks of leave.

Following review and discussion, Commissioner Englund moved to approve the non-FMLA leave of absence. Commissioner Clark seconded the motion, and upon roll call vote, the motion passed unanimously.

EMS Chief Spain spoke about the new 911 contracts the County has acquired and discussed how he is preparing for a possible increase in staffing due to the uptick in call volume.

II. Scheduled Items

Master Agenda Item #1095: Timken Charitable Grant Acceptance – S. Bansley

Action Expected: Vote to accept an award and execute grant documents for a \$20,000 grant with no match from Timken Company Charitable & Educational Fund for the Monadnock Search and Rescue Team (fiscally-sponsored organization) to purchase search and rescue communications headsets/equipment.

Bansley said this grant was originally designated to be a Homeland Security grant; however, the Monadnock Search and Rescue team needed a different grant after that one did not work out. She located one through Timken, which is more money, so they can get more equipment than planned.

She said that this grant would purchase twelve headsets, allowing members to communicate with each other hands-free.

Commissioner Englund moved to accept an award and execute grant documents for a \$20,000 grant with no match from Timken Company Charitable & Educational Fund for the Monadnock Search and Rescue Team (fiscally-sponsored organization) to purchase search and rescue communications headsets/equipment.

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

Master Agenda Item #1096: MCP Overhaul Sole Source Approval of Equipment – A.
Crowell, S. Bansley

Action Expected: Vote to waive the provisions of competitive bidding for the purposes of the procurement of labor and equipment to overhaul the electronic communications equipment and accessory components in the County’s mobile command post, a project funded by an NH Department of Homeland Security grant.

Consultant Crowell said that when they went to acquire quotes from other companies to get competitive pricing, they did not receive a response from any of them after providing them with the information requested.

Commissioner Wozmak asks what they plan to do with the Mobile Command trailer. Crowell said the communications and data equipment, including audio and video components, will be upgraded to current technologies. The equipment is about 12 or 14 years old and needs overhauling.

Commissioner Clark verified that they had already replaced the telescoping radio antenna on the outside and clarified that the inside equipment needed to be replaced. Bansley confirmed that this is correct.

Commissioner Wozmak asked that even though they sole-sourced this, were other vendors contacted seeking the equipment and services needed? Crowell answered that two other vendors were interested and asked for RDP details but chose not to submit a bid.

Bansley said that Homeland Security requires a certificate of vote from the County Commissioners to meet their rules for sole sourcing.

Commissioner Clark moved to waive competitive bidding provisions for procuring labor and equipment to overhaul the electronic communications equipment and accessory components in the County’s mobile command post, a project funded by an NH Department of Homeland Security grant.

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

Master Agenda Item #1097: Generator bid presentation and authorization for replacing the County Hall generator. - R. Bouchard

Action Expected: Vote to award a recommended vendor to replace the 1979 County Hall generator.

Bouchard said the Request for Proposal was sent out in April for the project, and only one bid was received. A second round of bidding was initiated that ended June 16th, and one more response from a second vendor. He stated that the approved County's budget for the project is \$250,000, and the second vendor is significantly over budget.

Bouchard recommended that they accept the bid from Gemini Electric. He noted that he discussed the timeline for materials with the project manager and that the current timeline for some of the switchgear is now over a year out.

Trombly asks if there could be any additional and unforeseen expenses with the project. Bouchard said that everything is included in the final number.

Commissioner Englund moved to accept bid from Gemini Electric for the County Hall Generator project.

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

Master Agenda Item #1098: Authorization for single source replacement/rebuild of the main elevator in County Hall with Stanley Elevator. - R. Bouchard

Action Expected: Vote to authorize single source replacement/rebuild of the main elevator in County Hall.

Bouchard said that the main elevator in County Hall is over 40 years old and needs to be replaced. He suggests that since they have all Stanley elevators throughout the downtown campus, it makes sense to remain with them. The project is budgeted at \$150,000, and their bid also came under budget at \$112,000.

Coates said they would not have functions upstairs during construction, and there would be alternate routes that employees and the public would be aware of.

Commissioner Wozmak asked if they discussed the project with other companies they did not hear back from. Bouchard said that he and the County Owners Representative Horton both privately contacted other companies and did not hear back.

Following discussions, Commissioner Englund moved to authorize single source replacement/rebuild of the main elevator in County Hall.

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

Master Agenda Item #1099: Semi-Annual Report – Department of Corrections – D. Iosue

Action Expected: To receive, as informational, a report from the Superintendent on the operation of the County Corrections Department.

Superintendent Iosue gave the following report:

Federal Inmate Numbers

Federal Inmate population continues to run well ahead of budget.

- Budget for 2023 based on avg of 38 (2022 we were budgeted for 35)
- Avg. YTD is 44.5 (through 25 weeks, 6/26/23)
- Revenue: \$\$113,000 ahead of projection

Updates on Staffing and Staffing Challenges:

- Leadership changes and transitions:
 - Coordinator of Operations: Maj Erwin/Maj Thompson
 - Director of Training/Staff Development: Cpt Byam/Cpt Hall
 - 2nd Shift Commander: Cpt Hall/Cpt Phillips
 - Booking Commander: Cpt Gebo/TBD
- Correctional Officers:
 - Current vacancies:
 - 5 of 44-line officer positions (counting Croteau as vacant; and not counting pending starts, counting Gebo as “gone”)
 -
 - Applicants/recruitment Summary 2023 YTD
 - 31 applicants this year
 - Application Method:
 - Indeed: 20
 - Direct Call: 6
 - County website: 5
 - Referral Source:
 - Employee (i.e., Referral bonus): 5
 - Self/Web/Indeed: 26
 - Radio/media: 0
 - Initial Contact made (phone or email)
 - Yes- 22; No- 9
 - Prescreen scheduled: 16
 - Prescreen completed: 15 - 1 No show
 - Board Interview held:
 - 17
 - Offer made?
 - 13 of 17
 - Offer accepted?

- 8 of 13 (4 either declined or “lost contact” after board/offer)
 - No identified referrals yet through the Monadnock Broadcasting media campaign
- Quality/caliber of applicant and employee
- Medical Services:
 - Nursing Staffing:
 - Harvard University/National Commission on Correctional Healthcare (NCCHC) Accreditation project
 - Rising Medical acuity, risk, and expenses
 - Humane Correctional Care Act (Kuster Bill)
- Clinical Services:
 - Resignation- Clint Taber, MA
 - 3 applicants- 3 declined (salary/pay)

Facility/Maintenance Dept

HVAC: better, but there are some ongoing control system issues.

Energy Audit: (through May 2023):

- LP gas usage was down by an average of 30% for the first five months of 2023
- Electric usage is down an average of 13.2% for the first five months of 2023.

Capital Projects: Dayroom Flooring Project was completed this spring.
Next: Carpeting in Administration

JMS System/X-Jail

Inmate Courtesy Rides Program

Medication Assisted Treatment

- Now referred to as MOUD
- Significant increase in the number of inmates on MOUD (research/best practices)
- Impact on staff time (in particular officers, nurses, and clinical staff)
 - Budget implications for 2024
- Completed (2nd) grant application to Opioid Abatement Fund at the end of May
 - \$1,499,000

Death in Facility:

- Federal Inmate Nathan Carman-June 15th
- Policies and emergency response and life-saving procedures followed perfectly
- KPD and NH ME completed their investigations and reports (determined not suspicious, suicide)
- Low risk litigation, but very high-profile case
- Peer Support Team response

Master Agenda Item #1100: Semi-Annual Department of Corrections Facility Inspection – D. Iosue

Action Expected: Conduct the first 2023 semi-annual physical property and operations inspection of the Department of Corrections operations as required pursuant to NH RSA 30-B:12.

III. County Administrator

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

Coates said there was a meeting regarding the loss of contracted services for the Drug Court, and it was learned that Cheshire Medical would continue to operate the service until another outreach program can take over.

Coates said he met with City Manager Elizabeth Dragon to discuss EMS Services in the region further.

IV. Old Business

Commissioner Clarks said the new rates were released with Community Power, and we are below the City of Keene. He said the number of towns, including Fitzwilliam, Sullivan, and Nelson, is also growing. Dublin is also in conversations now. Chesterfield has been struggling to form a committee, but they are still making efforts to. The Town of Roxbury is having an informational meeting on August 1st.

Following discussions, Bouchard requested that, based on the Commissioner's wish to move County electrical purchases to CPCNH, they officially record their intent to purchase power for Cheshire County through the CPCNH Coalition through a motion and vote.

Commissioner Clark then moved to authorize Cheshire County to purchase power through the CPCNH Coalition after the current broker contract ends in November of this year.

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

V. New Business

VI. Consent Agenda Items:

Vote to accept the Weekly Manifests for June 28, 2023, and the meeting minutes of June 21, 2023, as presented.

Commissioner Englund moved to accept the Weekly Manifests for June 28, 2023, and the meeting minutes of June 21, 2023, as presented.

Commissioner Clark seconded the motion, 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.

VIII. General Discussion for Commissioners

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

IX. Nonpublic Sessions:

X. Adjournment

At 1:25 PM, Commissioner Englund moved to adjourn the meeting. Commissioner Clark seconded the motion, and upon roll call vote, the motion passed unanimously.

Recorded and edited by:

C. Gouger

Executive Assistant

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