



COMMISSIONERS MEETING

Agenda

Wednesday, June 5, 2024

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

Department of Corrections
850 Marlboro Road
Keene, NH 03431

Zoom Call-in Number: +1 646 558 8656

Meeting ID: 409 748 8803

Pin #: 603123

Start Time 08:30 AM

Present: Commissioners Jack Wozmak, Robert Englund.

Absent: Terry Clark (with notice).

Staff: County Administrator Coates, Finance Director Trombly, HR Director May, Superintendent Iosue, Maplewood Administrator Kindopp, Maplewood Facilities Director Newman, and Director of Executive Services/Communications Bernstein

Guest(s): Don Bliss of MRI

Public Comments

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

-The Commissioners opened the meeting at 8:39AM. Seeing no public comments County Administrator Coates moved forward with the agenda.

I. Elected Officials & Department Head Updates

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

1. Maplewood Facilities Director Newman stated that the playground at Maplewood is in poor state. It would need to be pressure washed and repaired significantly. The Commissioners determined that the structure was in a serious state of disrepair and too dangerous to be utilized.

Commissioner Englund made a motion to dispose of or give away the old play structure and was seconded by Commissioner Wozmak. Upon a roll call vote the motion passed unanimously.

1. HR Director May said she has two requests of absence. An LNA had surgery but healing did not go as planned. Their FMLA leave was exhausted, and they are requesting a leave of absence until mid-July.

Commissioner Englund made a motion to approve the leave of absence, and was seconded by Commissioner Wozmak. Upon a roll call vote the motion passed unanimously.

2. An EMS employee who does not meet the criteria for FMLA, has lost a family member outside of the bereavement policy. The employee is requesting a two week leave of absence to travel and attend services.

Commissioner Englund made a motion to approve the leave of absence, and was seconded by Commissioner Wozmak. Upon a roll call vote the motion passed unanimously.

II. Scheduled Items

Master Agenda Item #1182: DRA MS-46 Form Signing – S. Trombly

Action Expected: To have the Commissioners sign the Department of Revenue MS-46 form

Finance Director Trombly presented the form to the Commissioners for signing. Both Commissioner Wozmak and Englund signed the form.

Master Agenda Item #1183: Emergency Management Director Job Description – C. Coates & D. Bliss

Action Expected: To have the Commissioners review the draft job description for a potential emergency management director

1. County Administrator Coates said that the motivation to hire an emergency management director sprung from FEMA Region 1 stating that the County was not eligible for certain federal funding due to the lack of an emergency management plan/director.

Coates said he wanted to make it very clear that this program is not being created to alter or interfere with any existing plans.

2. Don Bliss of MRI said the emergency management director would not have authority over any County departments or any municipalities. This would be in a coordination/supervisory role. Hazards and disasters do not recognize town boundaries, so this program will support coordination across multi-municipality disasters.

Bliss said this position will maintain relationships with municipalities and the state, but importantly they will have strong relationships with hospitals, private businesses, and non-profits to ensure resources are available within the community.

Bliss said that the educational and experience background is broad as this position could attract several people from varying backgrounds.

3. Commissioner Wozmak asked if the term “director” was too lofty for the position.

Bliss agreed and said they could change the title to specialist instead.

4. Finance Director Trombly asked how many hours we would be asking of the person in this position.

Bliss said 10-20 hours.

5. Commissioner Wozmak stated this position should be paid through a stipend.

Master Agenda Item #1184: Semi Annual Report, Department of Corrections – D. Iosue
Action Expected: To receive an as informational as possible report from the Superintendent of the DOC on the last six months of operations.

1.Federal Inmate Numbers

Federal Inmate population continues to run well ahead of budget.

- Budget for 2024 based on avg of 38
- Avg. YTD is 45.3 (through 22 weeks, 5/27/24)
- Revenue: \$92,470 ahead of projection through 4 months YTD

Staff and Staffing:

- **Leadership/Admin:**
 - Food Services Director: Loren Wear – started end of March
- **Correctional Officer Vacant/Open Positions: (through May 2024)**
 - 42 of 44 positions filled; all supervisor and admin positions filled
 - 33 applicants (similar pace as 2023)
 - Market/Wage adjustment has clearly made a difference; especially in retention
 - 8 terminations; none fully voluntary (no resignations since November)
 - 52% turnover in 2023; 56% turnover in 2022
 - Transport Team Pay Differential
- **Nursing:**
- **Other:**
 - Referral bonus
 - Monadnock Radio Broadcasting Ads

Medical Services Updates

- **National Commission on Correctional Healthcare (NCCHC) Accreditation project**

- Summary/History:
 - Why?/Goal: voluntary assessment of our current healthcare services in an increasingly challenging environment
 - Had a 2-day Site visit/survey in early October
- Next Steps/Plan
- **Our current medical model/structure and staffing**
 - Two concerns: 1) approaching retirement of PA Segal and 2) feedback from NCCHC
 - **Medical Services and rising medical acuity**
 - 2024 YTD: 23 unscheduled transports (thru 5/20); for 18 different inmates
 - 19 County; 4 Federal
 - Stroke like sx's, - 3
 - Severe stomach pain- 3
 - Abscess, severe infections- 3 (often drug related, Xylazine)
 - 2023 (comparison): 17 total unscheduled transports for full year
 - 15 County; 2 Federal
 - Seizures-4
 - Stomach pain/block-2
 - Laceration- 2
 - 2024 Budget: \$70,000 (increased from 2023 b/c of this trend, by \$20,000-40% increase)
 - Still within budget YTD

Update on items approved in Capital Budget

- **Tek 84 Scanner**
- **Driveway/Sidewalk Project:**
 - Scheduled for 6/17/24
- **JMS System/X-Jail**
 - X Jail end of life December 2025
 - Beacon (Software Solutions)- target implementation- Fall 2024

III. County Administrator

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

1. County Administrator Coates stated funding requests for the Southwest NH District Fire Mutual Aid project was sent to the state of NH, and congressional offices.

IV. Old Business

V. New Business

VI. Consent Agenda Items:

Vote to accept the Weekly Manifests and Minutes of May 29, 2024.

Commissioner Englund made a motion to approve the manifest and minutes from May 29, and was seconded by Commissioner Wozmak. Upon a roll call vote the motion passed unanimously.

VII. Calendar

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

VIII. General Discussion for Commissioners

IX. Nonpublic Sessions:

A nonpublic session pursuant to RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

- C. Coates & C. McMurrer

At 10:10 Commissioner Englund made a motion to enter a non-public session pursuant to RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

The Commissioners moved to exit the non-public at 10:35

As a result of discussions in non-public, the Commissioners voted unanimously to place the employee in question on a leave of absence pending investigation.

X. Adjournment

At 11:33 AM, Commissioner Englund moved to adjourn the meeting, which Commissioner Wozmak seconded. Upon roll call vote, the motion passed unanimously.

Minutes recorded by:

D. Bernstein

Director, Executive Services and Communications

Reviewed and approved by:

T. Clark, Clerk

Board of Commissioner