



COMMISSIONERS MEETING

Wednesday, November 6, 2024

Agenda

This meeting will be conducted in person and via Zoom

DOC

825 Marlboro Road

Keene, NH 03431

Meeting ID: 409 748 8803

Pin #: 603123

Start Time 08:30 AM

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

Absent:

Staff: County Administrator Coates, Maplewood Administrator Kindopp, Finance Director Trombly, HR Director May, Restorative Justice Director Heneghan, Maplewood Facilities Director Newman, Director of Executive Services Bernstein, and Superintendent Iosue.

Guests: Owner of SMART Ride LLC Owner Scott Symonds

Public Comments

Upon recognition from the Chair, a Public Comment on topics of interest may be made.

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 Administrator Kindopp addressed replacing flooring at the nursing home and assisted living.

She requested that \$19,182 be removed from remaining FF&E (furniture and equipment) funds to pay for lower maintenance flooring to connect the nursing home and assisted living.

Commissioner Wozmak made a motion to allow for the \$19,182 to be removed from the FF&E to pay for new flooring. Commissioner Englund seconded. Upon a roll call vote the motion passed unanimously.

2. Maplewood Facilities Director Newman brought multiple projects forward. Erosion control projects one and three can be completed by December 31st. Whereas project two will take longer.

Project one is the drainage line eroding the parking lot bank. The third project is a roof drain between the nursing home and assisted living which needs a catch basin installed.



The first project is \$12,800, the third project is \$9,200.

Newman is requesting that these projects move forward. He is also requesting that the bidding process is waived due to the fact December 31st is so close.

Newman reached out to multiple companies, but he has one quote from Mark Houghton as another company he reached out to retracted their bid.

Commissioner Wozmak made a motion to waive the bidding process and approve project one at a cost of \$12,800, and project three at a cost of \$9,200 for a total cost of \$22,000. Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.

II. Scheduled Item

Master Agenda Item #1221: SMART Ride Report – S. Symonds

Action Expected: To receive an informational report on SMART Ride LLC's current operations, and future needs.

-Owner of SMART Ride LLC Scott Symonds began his report. He stated that SMART Ride is in its 3rd full year of operations. They are currently operating six vans with 10 employees and three more in the interview process.

Symonds said they are averaging around 45-50 runs a day.

County Administrator Coates noted that before the County started supporting SMART Ride, they were averaging only 30-35 calls a week.

Coates said Symonds is looking to have the monthly funds increased by \$800, as well as a one time startup fee of \$30,000. Coates recommended the Commissioners look at the Hemingway Fund as an option, as the mission of the fund falls in this purview. The high increase in calls, and the low rates of Medicaid contracts are the cause for this funding request.

Coates said around \$30,000 is allocated through this fund each year. Currently the balance of the Hemingway fund is \$132,000. The yearly allotment has not been received for the year yet.

Commissioner Wozmak suggested the monthly payments could be allocated through the Hemingway fund given the high existing balance. The other Commissioners agreed and expressed support for the plan.

Coates said an initial check will be sent to SMART Ride in the amount of \$30,000, while the monthly payments will continue as scheduled with the \$800 increase.

Commissioner Clark made a motion to allocate \$30,000 dollars from the Hemingway Fund, as well as establish monthly allotments from the Hemingway Fund to pay for the \$800 monthly increase to the funding of SMART Ride LLC. Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.

Master Agenda Item #1222: Restorative Justice Semi-Annual Report – P. Heneghan



Action Expected: To receive an informational report on Restorative Justice/Community past six months of operations.

1. Director of Restorative Justice Heneghan gave the following report.

<i>Criminal Legal System</i>	<ul style="list-style-type: none"> • 5 Referrals since 01/01/24 • 3 Domestic Violence Incidents (Misdemeanor & Felony) • 2 Burglary (Felony) 	2024-25
<i>Cheshire County House of Corrections</i>	<p>Facilitating <i>Restorative Learning Dialogues</i></p> <ul style="list-style-type: none"> • 14 men have participated since 01/01/24 • 24 women have participated since 01/01/23 • Leading a restorative initiative to coach, mentor, and monitor a former participant to become a facilitator for future RLD sessions at CCHOC. • Extended invitation to offer Restorative Learning Dialogues to CHOC Correctional Officers and staff as part of Orientation and ongoing Professional Development 	2024-25
<i>Keene High School</i>	<p>Providing leadership/support for <i>Restorative Learning Center</i></p> <ul style="list-style-type: none"> • Monthly coaching/mentoring sessions for center staff with focus on implementing restorative principles and practices within school culture. • Co-creating and co-facilitating with KSC intern restorative learning circles for students. 	2024-25
<i>Keene State College</i>	<p>Member of Truth Reconciliation and Equity Collaboration (TREC)</p> <ul style="list-style-type: none"> • Participated in TREC information sessions for students and faculty members (10/14/24 & 10/15/24) • Invited to co-facilitate campus-wide TREC/restorative learning practices with students, faculty and staff scheduled to begin in December 2024 and continue throughout 2025 • Mentoring student intern for Fall semester • Co-created and co-facilitated a Restorative Learning Circle: Creating A Restorative Team Culture for 26 players and 4 coaches from KSC Division III Men's Hockey Team (10/12/2024) 	2024-25
<i>100 Nights</i>	<p>Facilitating monthly <i>Restorative Learning Circles</i> for staff and guests.</p> <ul style="list-style-type: none"> • Resuming in November 2024 	2024-25



MCVP	<ul style="list-style-type: none"> • Discussed opportunities and challenges for offering <i>Restorative Circles for Survivors of Intimate Violence</i> • Exploring potential opportunities for offering <i>Restorative Circle</i> training for staff • Accepted invitation to serve on MCVP Board of Directors 	2024-25
Creating Friendships for Peace	<ul style="list-style-type: none"> • Co-created and co-facilitated two Restorative Learning Circles for 10 Israeli and Arab high school students in July. (07/26/24 and 08/02/24) 	2024
National Association of Communities for Restorative Justice (NACRJ)	<ul style="list-style-type: none"> • Co-facilitated a Restorative Learning Circle for 40 registered participants at national conference in Washington DC (07/30/24) 	July 2024
Friends of Treatment Court	<ul style="list-style-type: none"> • Board member with a focus on educating other members on restorative principles and practices and how they align with and can be integrated into mission, policies and procedures. 	2024-25
Behavioral Health Court	<ul style="list-style-type: none"> • Facilitating a <i>Restorative Reintegration</i> process for one client via community service opportunities with Elm City Rotary Club and NH Food Bank. 	2024-25
Other Outreach Efforts	<ul style="list-style-type: none"> • Co-facilitating with Leaf Seligman - See No Stranger: A Circle Conversation to Connect Our Community co-sponsored with the Friends of the Library (11/09/24) • Collaborating with Trauma Responsive Monadnock network to offer trauma-informed training sessions to Monadnock region employers and organizations • Discussed potential opportunity with Chamber of Commerce to offer a community learning circle on <i>Becoming A Restorative Community: Principles Practices and Possibilities</i>. TBD 	2024-25
Continuing Education	<ul style="list-style-type: none"> • Participated in and successfully completed 21 Hour training program on <i>Peacemaking Circles: Advanced Level</i> offered by the Institute of Peace and Conflict Studies at Conrad Grebel University College in Waterloo, Ontario. (April 2024) 	

Master Agenda Item #1222: Department of Corrections Semi-Annual Report – D. Iosue
Action Expected: To receive an informational report on the DOC’s past six months of operations.



Superintendent Iosue gave the following report.

FEDERAL INMATES

- Budgeted for 38
- Avg. YTD is 42.5 (through 43 weeks, 10/30/24)
- FH Revenue: \$139,514 ahead of projection through 9 months YTD
- Rates: in process of requesting increase in daily PD rate and transport reimbursement rate
 - Housing: \$105 to \$120
 - Hourly Transport: \$30 to \$40

STAFF/STAFFING

- **Leadership/Admin:**
 - No changes
- **Correctional Officer Vacant/Open Positions: (through Sept 2024)**
 - 44 of 44 positions filled; all supervisor and admin positions filled
 - 84 applicants YTD through October (vs 102 through same period 2023)
 - 11 terminations: only 5 voluntary
 - 52% turnover in 2023; 56% turnover in 2022
- **Nursing:**
 - 3 regular FT nurses, plus the Nursing Supervisor
 - 6 per diem nurses
 - Ending traveler nurse

MEDICAL SERVICES UPDATES

- **National Commission on Correctional Healthcare (NCCHC) Accreditation**
 - Granted Provisional Accreditation following our focused survey in July and pending documentation of corrective action of just 5 standards
 - Next Steps/Plan:
 - Have worked out plan(s) of action for the 5 standards
 - Will send Corrective Action Report by 12/31/24
 - Will receive a 3-year Accreditation
- **Medical Services: Rising Medical and Mental Health Acuity**



Medical:

2024 YTD: 44 unscheduled transports (thru 11/6/24); for 30 different inmates

- 35 County; 9 Federal

2023 (comparison): 17 total unscheduled transports for full year

Psychiatric:

- Overall increase in inmates with significant mental health issues
- 90% inmates on psychotropic meds
- Increase in referrals to NHH and SPU (2023- 2 vs. 2024 YTD – 6 or 7)
- Small percentage of inmates absorbing large percentage of mental health clinician time
- Recommendation in 2025 budget for 10 hours Psychiatric Nurse Practitioner

County Administrator

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

-Coates said he will be attending the Westmoreland Select-Board on November 7th to discuss the bridge that leads to Maplewood Nursing Home.

I. Old Business

II. New Business

III. Consent Agenda Items:

Vote to accept the Weekly Manifests and Minutes of October 30, 2024

Commissioner Englund made a motion to approve the manifest and minutes of October 30th, 2024. Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.

IV. Calendar



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

V. General Discussion for Commissioners

VI. Nonpublic Sessions:

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.

RSA 91-A:3, II(b) The hiring of any person as a public employee.

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. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

RSA 91-A:3, II(d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

RSA 91-A:3, II(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled

RSA 91-A:3, II(l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

VII. Adjournment

At 10:44 AM, Commissioner Englund moved to adjourn the meeting, which Commissioner Clark 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 Commissioners