



COMMISSIONERS MEETING
Wednesday, October 2, 2024
Minutes

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

County Hall
12 Court Street
Keene NH

Zoom Call-in Number: +1 646 558 8656

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, Finance Director Trombly, HR Director May, Grants Manager Bansley, Grants Specialist Robinson, Assistant Finance Director Hall, Director of Executive Services Bernstein, and Sheriff Rivera

Guest(s): MCVP Executive Director Hirsch, Sexual Assault Nurse Practitioner Cushing,

Citizen(s): Claudia Stewart

Public Comments

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

The Commissioners opened the meeting at 8:30AM and no public comments were present.

I. Elected Officials & Department Head Updates

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

II. Scheduled Items

Master Agenda Item #1207: DOJ OVW Rural Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program grant award acceptance – M. Hirsch, S. Bansley

Action Expected: Vote to accept the award for up to \$700,000 over 3 years to implement the Compassionate Care Program, which will serve victims of domestic violence and sexual assault with a subgrant to Monadnock Center for Violence Prevention to hire a victims' advocate and a subgrant to Cheshire Medical Center for a medical forensic program manager, as well as other related activities.

-Executive Director of MCVP stated this grant will help train/hire four new employees through MCVP and Cheshire Medical Center.

-Lindsey Cushing stated that this grant will initiate a call program to ensure proper care can be given to victims of sexual assault.

Cushing said they believe they could hire two additional examiners with this funding. At the end of this grant Cushing believes that Cheshire Medical Center will be able to take on the program.

-General discussion on receiving detailed statistics occurred.

Commissioner Englund made a motion to accept the award for up to \$700,000 over 3 years to implement the Compassionate Care Program, which will serve victims of domestic violence and sexual assault with a subgrant to Monadnock Center for Violence Prevention to hire a victims' advocate and a subgrant to Cheshire Medical Center for a medical forensic program manager, as well as other related activities, and Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.

Master Agenda Item #1208: Victims of Crime Act (VOCA) Grant Agreement SFY26 – S. Bansley

Action Expected: Vote to accept and sign the grant agreement and associated documents for the VOCA grant for SFY26 (7/1/25-6/30/26) from the New Hampshire Department of Justice for \$50,000, which requires \$12,500 in match.

-Grants Manager Bansley stated this grant has been around for a while and pays for Victim Witness Coordinator Sarah Hoskin's salary.

-The Commissioners stated they were familiar with this grant.

Commissioner Englund made a motion to accept and sign the grant agreement and associated documents for the VOCA grant for SFY26 (7/1/25-6/30/26) from the New Hampshire Department of Justice for \$50,000, which requires \$12,500 in match, and Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.

Master Agenda Item #1209: DOT5310 Purchase of Service Grant Agreement Amendment to SFY25 – 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 federal pass-through SFY25 grant agreement to add \$25,500, for a total of \$515,100.

-Grants Manager Bansley stated this was another grant we have had for several years. Grants Specialist Robinson manages it now.

-The Commissioners stated they were familiar with this grant.

Commissioner Englund made a motion to accept and execute an amendment to the DOT FTA Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities federal pass-through SFY25 grant agreement to add \$25,500, for a total of \$515,100, and Commissioner Wozmak seconded. Upon a roll call vote the motion passed unanimously.

Master Agenda Item #1210: DOJ COPS award acceptance, Officer Training Simulator – E. Rivera, S. Bansley

Action Expected: Vote to accept the award for \$80,000 to purchase a virtual reality

training simulator and provide about 600 hours of training to about 150 law enforcements officers in the county; to authorize Sheriff Eli Rivera and County Administrator Chris Coates to virtually execute a grant agreement; and to sole source procurement of the Apex Officer Pro Training Simulator package.

-Grants Manager Bansley said this was a Congressionally Directed Spending Request in 2023. The secondary phase required the awardee to submit a full application to the DOJ as well. Included in the \$80,000 is any additional supplies that may be necessary for the program including fake weaponry and equipment to use in the simulator so there is no risk of live weaponry being used.

-Sheriff Rivera said this will be a one-of-a-kind program in the County and Counties nearby. He said this will allow officers to simulate situations of de-escalation, dealing with someone in a mental health crisis, or facing an aggressor. Six to twelve people will be trained in setting up this program so it can be used in communities throughout the County. He said it will provide an opportunity to have in house scenarios and trainings to better prepare officers for anything that may come their way.

-Commissioner Clark asked if towns could be charged for utilizing this.

Grants Manager Bansley said that is not allowed with federal grant funding,

Sheriff Rivera said this is similar to the mobile command station, and how it is utilized across the County, not specifically for County related incidents.

County Administrator Coates said town police stations are struggling, and this is one way to support them.

Commissioner Clark made a motion to to accept the award for \$80,000 to purchase a virtual reality training simulator and provide about 600 hours of training to about 150 law enforcements officers in the county; to authorize Sheriff Eli Rivera and County Administrator Chris Coates to virtually execute a grant agreement; and to sole source procurement of the Apex Officer Pro Training Simulator package, and Commissioner Englund seconded. Upon a roll call vote the motion passed unanimously.

Master Agenda Item #1211: Grants semi-annual review – S. Bansley

Action Expected: To receive an informational report on the Grants department activities status for the preceding six months.

-Grants Manager stated that since she started in 2014, grants revenue has more than tripled from around 5 million in value to over 17 million. Likewise, revenue has also tripled. Bansley said she has written at least 110 grants valued at over 31 million.

-County Administrator Coates said that the County has barely had to raise taxes for a multitude of reasons, but a very significant reason for this is the money that is saved through the Grants Department.

-Commissioner Wozmak said Counties are uniquely positioned to apply for grants due to the size of the government and the population served.

-Bansley highlighted a handful of grants including the 4 million System of Care Grant, 2.1 million GOEFFER Grant, 1.5 Opioid Abatement Grant, 1.6 million Dispatch Infrastructure Grants, and 1.1 million for Treatment Court Grants.

-Bansley said grant funding funds 13.5 positions.

-Bansley said the Grants Department supports the management or writing of grants for at least 16 outside organizations.

-Bansley said that the Grants Department return on investment is 3,908%.

-Bansley said that the 3rd grants writing course occurred in May with 12 attendees.

-Bansley said in 2024 she has helped 10 organizations she has not worked with in the past, 17 are reoccurring organizations.

Master Agenda Item #1212: County Payroll, HR & Time & Software Upgrade Update – S. Trombly & M. Hall

Action Expected: To inform the Commissioners of changes to County software programs.

-Finance Director Trombly stated the County is in the midst of performing a major County pay/time management software. It is a complete overhaul of the entire system. Trombly said the County is working with UKG, formerly Kronos.

-Assistant Finance Director Hall began explaining the migration from Kronos to UKG Ready. This migration is done through a partnership between Finance, HR, and IT.

-Hall said there are new systems being added including a scheduler for EMS operations. Employees can utilize this software directly, including missed clock-ins, viewing their schedules in real time, requesting shift swaps, request leave, viewing balance of time off, as well as punch ins online.

The remote punch ins will be geo-locked to ensure employees are on the grounds when they are clocking in.

In 2026 employees will be able to view their W-2s.

-General discussion occurred on the long-term benefits of this system migration.

-Hall said they made their selection of candidates in the end of 2023. Weekly meetings have been occurring since April. Training for the software has begun in September.

Master Agenda Item #1213: Health and Dental Deductions Discussion – S. Trombly

Action Expected: To discuss health and dental deductions.

-Finance Director Trombly said she is proposing a premium holiday for health and dental for

the month of December.

Commissioner Englund made a motion to impose a holiday on health and dental premiums for the month of December, and Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.

Master Agenda Item #1214: 2024 Tax Allocation– S. Trombly
Action Expected: To discuss the County’s 2024 tax allocation.

-Finance Director Trombly presented the 2024 tax apportionments from the state.

-Citizen Claudia Stewart asked how the percentages were allocated.

Trombly said the Department of Revenue Administration dictates the percentages based off of town’s property values.

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 began his report by highlighting the work he has been doing with the Homeland Security and Emergency Management Director Buxton to secure 1.25 million dollars for Southwest NH District Fire Mutual Aid’s communications infrastructure upgrade project.

-Coates said the CCEMS Delegation Budget Committee will meet on Monday October 7th at 10AM in the Commissioners Conference Room.

III. Old Business

IV. New Business

V. Consent Agenda Items:

Vote to accept the Weekly Manifests and Minutes of September 25, 2024

Commissioner Englund made a motion to approve the manifests and minutes of September 25th, and Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.

VI. Calendar

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

-Director of Executive Services Bernstein stated the October 9th Commissioner’s Meeting would be taking place at 12 Court Street instead of CCEMS.

VII. General Discussion for Commissioners

VIII. 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.

At 11:30AM Commissioner Englund made a motion to enter into a non-public session pursuant to RSA 91-A:3 II (a), and Commissioner Clark seconded. Upon a roll call vote the motion passed unanimously.

At 11:42 The Commissioners voted unanimously to exit the non-public.

As a result of the non-public the Commissioners unanimously voted to increase the salary of the Assistant Finance Director due to market adjustments.

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.

IX. Adjournment

At 11:45 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 & Communications

Reviewed by:
T. Clark
Clerk, Board of Commissioners