

MINUTES
Cheshire County Commissioners Meeting
Wednesday May 17, 2017 09:30AM
Maplewood Nursing Home
201 River Road
Westmoreland, NH

PRESENT: Commissioners Peter Graves, and Joseph Cartwright, and Commissioner Weed
STAFF: County Administrator Coates, Finance Director Trombly, Grants Manager Bansley, Safety Officer Fortner, Nursing Home Administrator Kindopp, and Assistant County Administrator (ACA) Bouchard.

GUESTS:

At 9:30AM the meeting opened and Chairman Graves recognized Bansley who discussed Master Agenda Item #488: Public Health Network SFY18-19 Grant Agreement and Award Acceptance.

Bansley presented the grant documentation and asked the commissioners to vote to accept and sign the grant agreement for the Public Health Network SFY18-19 grant from the NH Department of Health and Human Services for \$540,744 (\$270,387 per year), which includes \$26,398 indirect for the County (\$13,199 per year) to administer the grant.

The award will be sub-granted to Cheshire Medical Center to host a regional public health network, aligning a range of public health and substance misuse prevention and related health promotion activities. A discussion of the catchment areas for the Public Health network, the 1115 Wavier program, and other services areas began.

Following discussion, Commissioner Cartwright moved to vote to accept and sign the grant agreement for the Public Health Network SFY18-19 grant from the NH Department of Health and Human Services for \$540,744 (\$270,387 per year), which includes \$26,398 indirect for the County (\$13,199 per year) to administer the grant. This award will be sub-granted to Cheshire Medical Center to host a regional public health network, aligning a range of public health and substance misuse prevention and related health promotion activities and was seconded by Commissioner Weed. Upon vote the motion passed unanimously. The Chairman and Clerk then signed the documents.

Bansley then reviewed the quarterly grants status and answered questions from the Commissioners concerning the various grants. A discussion of the end of the current Drug Court grant and the turn-up of the State funding for the drug court was covered. Bansley discussed the grants in-process and provided an overview of the work involved in completing the documentation.

Coates then expressed his concern of the condition of the skid roads and the amount of “slash” that has been left on the ground concerning the logging of the approximately 60-acre tract next to the nursing home. An extended discussion began and Bouchard said that once the site begins to dry out the roads will be repaired and the remaining logs removed. The slash will remain in place as the County Forester has said that it will help the forest regenerate more quickly and also provide a natural habitat for wildlife. Commissioner Cartwright noted that this is a typical “cut-to-length” site and that the slash will deteriorate slowly over a period of years.

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Coates then discussed and presented a motion that asks the Commissioners to support the continued rehabilitation of the cupola and to seek grant funding such as LCHIP, and other private funding. Commissioner Weed moved to accept the request and made a motion to support the project. Commissioner Cartwright seconded the motion. Upon vote the motion passed unanimously.

Maplewood Nursing Home Administrator Kindopp was then recognized and discussed Master Agenda Item #491: Matter of Personnel – Use of FTE for P/T. Kindopp outlined a request to use a temporary hire, part-time employee, for a budgeted FTE position and requested that the Commissioners authorize the request.

Kindopp asked that a 7-hour position that works every other week, be established in the Activities department for a test period. The position will be compensated at \$11.83 per hour. A discussion of the position duties and the long-term viability of the position was covered. Also covered was the creative ideas that have been discussed to fill the position.

At the conclusion of discussion, Commissioner Weed moved to authorize the Administrator to create and test the program and to hire for a 7-hour every other week position for the Activities Department. Commissioner Cartwright seconded the motion and upon vote the motion passed unanimously.

Master Agenda Item #492: Long-Term Care Foundation Scholarships. Kindopp reviewed the status of the scholarships for County employees from the Long-Term Care Foundation and said that many County employees have been the recipients of the scholarship. Kindopp asked that one of the County trust funds that has been set aside for medical education be used to make a donation to the Scholarship fund and suggested that the Marilyn Baronofsky Education Fund could be utilized. It was discussed that any donation could potentially go to non-County staff. The Commissioners will take-up discussion of this topic in the next few weeks craft a recommendation for the use of the Baronofsky funds which will be sent forward to the Delegation for approval at the August Delegation meeting.

At the conclusion of discussion, Commissioner Weed moved to authorize the donation of \$500.00 to Long-Term Care Foundation Scholarship from the Marilyn Baronofsky Education Fund. Commissioner Cartwright seconded the motion and upon vote the motion passed unanimously.

Safety Officer Fortner was then recognized to discuss Master Agenda Item #493: Safety Semi-Annual Report. Fortner presented a summary of the current and on-going projects for the 3rd/4th quarters of 2016, 1st quarter of 2017

- Continuing preparedness for the Center for Medicaid Services adoption of the new NFPA Codes at Maplewood Nursing Home and Assisted Living that involves meeting new

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requirements for emergency preparedness, ensuring continuity of operations and extensive staff training. Reviewing NFPA 1600, which will be strongly implemented during our next survey.

- Disaster and fire drills were held in accordance with state and local regulations. Currently preparing for the required 2017 tabletop drill at MNH.
- Completed all emergency equipment inspections and replaced items as needed.
- Continues to maintain an active role in the Greater Monadnock Public Health Network including membership in the Regional Planning Committee and the Healthcare Workforce Group. This year's training focused on the MACE-Multi-Agency Coordination Entities. The "MACE", which would be located at the House of Corrections, is responsible for facilitating the allocation of resources, prioritizing incidents and integrating multiple agencies in the case of large-scale incidents or emergencies in the region.
- Organized several CRASE training programs for Maplewood campus employees.
- Organized 4 fire extinguisher training sessions for Maplewood employees.
- Serves on the Cheshire County Wellness Committee
- Ensure all the Transportation department and drivers who transport residents driving record and/or defensive driving certificates are current.
- Developed the agendas, created and distributed all the meeting minutes for both the MNH Complex Safety Committee and the Cheshire County Joint Loss Management Committee. The Cheshire County JLMC is also responsible for inspecting all County-owned facilities, generating an inspection report and submitting the results to the responsible departments..
- The Workers Compensation and the Temporary Alternative Duty program, managed by the Safety Officer, are current on the compensation process and are in compliance. Working closely with our insurance company, Primex, benchmarks are set every year to assist in areas that need strengthening. This enables us to develop programs to manage and monitor our progress and continue in our efforts to consistently remain in the highest performers of the insurance company's peer ranking and rating for lowest number of work related injuries and claims.
- Obtained the assembly permits from the fire departments for Maplewood and County Hall.
- Continuing to meet employee's ergonomic needs with the review of workstations, adding ergonomic devices and space planning with occasional furniture purchasing.

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- Serves on the Security Committee for the Keene Campus, responsible for receiving and evaluating perceived security risks.
- Met with Homeland Security to receive radiological equipment, assisted with training and developed radiological policy for disaster plan.
- Continue to work on rewriting and updating the Maplewood Complex disaster plan
- Creating “Safety Programs/Policies” to meet guidelines presented by NH DOL
- Lab 1400 rules, Administrative Rules for Safety and Health
- Lab 600 rules, Safety Programs
- RSA 277, Safety & Health of Employees
- RSA 277-A, Employees Right to Know
- RSA 281-A:64, Safety Provisions
- Enforcement agency: New Hampshire Department of Labor (NH DOL)

The Commissioners asked Fortner a number of questions around Workers Compensation, Safety, and discussed some of the highlights of her report.

Following discussion, they thanked Fortner for her report and recognized Administrator Coates and discussed the Weekly Operations report.

Coates said that next week, Steve Norton will be the keynote speaker at the Greater Keene Chamber of Commerce Regional Issues Series forum on Workforce Development & Educational Attainment – on Wednesday, May 24th, from 7:30-9:30am, at the Alumni Center at Keene State College.

He then said that on next Monday, May 22, 2017 at the Delegation meeting to be held to discuss the reconstruction of the Maplewood Nursing Home, a company called Solar Gardens will present an overview of a no cost plan to place a solar installation in Westmoreland to help off-set electrical costs at the nursing home. Coates said that he will be requesting that the Farm Committee be involved in working with the staff and Solar Gardens team in vetting the idea.

Coates then said that an assessment of the Water and Waste Water committee capacities has been made. It was learned that the water treatment plant is capable of putting 80,000 gallons of water a day through the system and that the county has a 230,000-gallon storage capacity. (180,000 for drinking and 50,000 for fire storage), with the complex currently using about 18,000 gallons a day or about 22.5% of capacity.

The wastewater treatment plant has a maximum capacity is 32,000 gallons a day with the current usage averaging about 17,000 gallons a day or about 53% of capacity.

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Coates then said that a Records retention management issue around the State "Right to Know" laws has been brought forth by the County Attorney's office. He said that this issue affects all County departments and that a meeting with the Keene City Clerk and Asst. City Clerk who have recently implemented a similar program will take place with County staff to discuss the program to understand the review process that the City recently completed.

A discussion of the potential liability and legal exposure issues of not having a program in place were reviewed.

Coates then related that he has received the Engelberth contract for the reconstruction of the nursing home and has sent it on to the insurance company (Primex) for review.

He then discussed that the Salary and Wage committee is meeting weekly to take the report information from the consultants recently completed survey and gage the best way to implement the suggested changes. He also said that employee pay grade levels are being looked for the first time in many years and will result in a recommendation to the Commissioners.

Coates then said that the preparation work for the Library Book Sale planned to be held in the Delegation meeting room in October is going well and the County is getting positive press from the community.

Coates then discussed some interesting articles concerning County government that he has recently reviewed and he asked if the Commissioners were interested in seeing this type of information in the future. The Commissioners responded uniformly that they would and Coates will now forward topics that he thinks would be of interest to them.

The Commissioners calendar was then reviewed.

The Commissioners then reviewed the weekly Census.

The Weekly Manifest was then reviewed and Commissioner Cartwright moved to accept the Manifest as presented and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.

The minutes of May 10, 2017 were then reviewed and Commissioner Weed moved to accept the minutes as presented and was seconded by Commissioner Cartwright. Upon vote the motion passed unanimously.

At 11:57AM there being no further business to discuss, Commissioner Cartwright moved to adjourn the meeting. The motion to adjourn was then seconded by Commissioner Weed and upon vote the motion passed unanimously.

Respectfully Submitted,
C. Weed