

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday September 9, 2017 09:30AM**  
**County Hall Building**  
**Commissioners Conference Room**  
**12 Court Street**  
**Keene, NH 03431**

**Present:** Commissioners Peter Graves, and Joseph Cartwright, and Commissioner Weed

**Staff:** Administrator Coates, Finance Director Trombly, HR Manager Jardine, and Assistant County Administrator (ACA) Bouchard.

**Guests:**

At 9:33AM the Chairman opened the meeting and recognized Director Trombly who discussed Master Agenda Item# 521: Opening of Audit RFP Bids. Trombly shared the information from bids received for the RFP that was issued for the annual County Audits.

She provided the following data from the bids received:

<b>Clifton Larson Allen</b>	2017	2018	2019	<b>Total</b>
Financial	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
Single Audit	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	
	\$ 29,000.00	\$ 29,000.00	\$ 29,000.00	\$ 87,000.00
<b>Melanson Heath</b>	2017	2018	2019	
Financial	\$ 25,500.00	\$ 26,000.00	\$ 26,500.00	
Single Audit	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	
	\$ 28,500.00	\$ 29,100.00	\$ 29,700.00	\$ 87,300.00
<b>Vachon Clukay</b>	2017	2018	2019	
Financial	\$ 23,500.00	\$ 24,000.00	\$ 24,000.00	
Single Audit	\$ 1,915.00	\$ 2,000.00	\$ 2,000.00	
	\$ 25,415.00	\$ 26,000.00	\$ 26,000.00	<b>\$ 77,415.00</b>

**Following review and discussion of the bidders and the bids themselves, and taking into consideration the needs of the County, Commissioner Cartwright moved to accept the bid from Vachon Clukay of Manchester, NH for the next three (3) years for a total of \$77,415.00 and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**Master Agenda Item# 520: HR Semi-Annual Report** - HR Manager Jardine was then recognized and presented the following semi-annual report to the Commissioners for the period of May 1, 2017 – September 5th, 2017

**Census:**

Total Number of Employees:	470
MNH Employees:	275
DOC Employees:	96
Keene (Sheriff/Attorney/Deeds/Finance/Etc.):	98

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**New Hires 5/1/17-9/5/17:**

Total Number of New Hires: 42 (48)  
(6 of the 48 New Hires Termed)

**Maplewood: 30**

Department of Corrections: 6  
Sheriff's Department: 2  
IT Department: 1  
System of Care: 1  
County Attorney: 1  
Finance Department: 1

**Terminations/Resignations 5/1/17-9/5/17:**

Total Number of Terminations: 44

**Maplewood: 30**

Department of Corrections: 7  
Sheriff's Department: 4  
IT Department: 1  
Drug Court: 1  
County Attorney: 1

**Overview of Reasons for Termination/Resignation:**

- 13 N/C N/S Voluntary Resignations
- 4 Involuntary Terminations
- 4 Resigned Effective Immediately
- 3 Failed to Meet Per Diem Requirements
- 20 Resigned with Notice for personal reasons (Moving, School, Job Offers, Etc.)

**Current Number of Vacancies:**

18 LNAs various shifts (majority 3-11/11-7)  
6 LPNs/RNs  
1.2 RN Supervisor  
1 MNA full time  
1 Clinical Coordinator for Drug Court  
1 Deputy Sheriff  
2 Part Time MNH Dietary  
1 Part Time DOC Dietary  
1 Full Time Assistant County Attorney  
1 Speech Language Pathologist

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**FMLA/Leave of Absence/Extensions:**

Total Number of Open Cases: 50

Total Number of People with Open Cases: 45

36 Intermittent Cases (MNH: 31; DOC: 1; Keene: 4)

14 Continuous Cases (MNH: 13; DOC: 1)

4 General Leave of Absences/Extensions all due to expire within a week

4 FMLA Cases to expire/return to work within a week

A discussion of recruiting and open positions was had and the on-going issues and problems of trying to hire medical personnel was reviewed. A review of the pending in-house LNA training program was had and it was learned that a curriculum for the program is currently being developed.

Further, a review of the difficulties of hiring experienced personnel at over the base rates for certain positions was discussed.

The Commissioners thanked Jardine for her report and Administrator Coates was then recognized and provided the following Weekly Operations Report:

Coates said that a personnel request that was discussed last week has been communicated to the individual who requested a policy change tied to retirement.

Coates then said that he communicated with a citizen of Rindge who has a personal issue with an incident that occurred in town several months ago, and who is seeking more information concerning possible avenues of resolution to their issue.

Coates then said that he investigated if the JAG grant has been signed off by the County Attorney and found that he has signed the application based on his discussion with the Sheriff and the County Administrator.

He said that the RFP's for the demolition of the old jail and the Daycare house have been issued and sent to a number of contractors.

Coates then said that the Wage and Salary survey and employee job descriptions are moving forward and he said that the process is in the final phases.

Coates asked Trombly about some on-going billing issues for the Therapeutic Living Center (TLC) at the nursing home. Trombly said that she contacted the state and reviewed the situation with the proper personnel at the state and approximately \$125,000.00 of back charges have now been billed.

Coates discussed meetings with SWRP and Tim Murphy to inquire about joining the Northern Borders Regional Commission (NBRC) program. The Northern Border Regional Commission is a Federal-State partnership for economic and community development in northern Maine, New Hampshire,

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Vermont, and New York. The NBRC provides Federal funds for critical economic and community development projects throughout the northeast. Coates said that they met with staff member of Senator Shaheen and other congressional offices seeking support for joining the program.

Coates then said that the Library Book Sale will be running on October 13 – 15 and will be held in the delegation meeting room.

**New Business:**

Trombly then discussed the 2017 tax apportionment list was received from the State Department of Revenue.

An extended discussion of the way that apportionment is calculated and the effect on the towns was covered. Also discussed was the way that the Department of Revenue Administration (DRA) administers the program and how the apportionments are calculated.

The County Census was then reviewed.

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

**The minutes of August 30, 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.**

The Commissioners calendar was then reviewed.

**At 11:50AM 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