

MINUTES
Cheshire County Commissioners Meeting
Wednesday, September 23, 2015 9:30am
Maplewood Nursing Home
201 River Road
Westmoreland, NH 03467

PRESENT: Commissioners Stillman Rogers, Charles Weed, and Peter Graves

STAFF: Finance Director Trombly, Maplewood Administrator Kindopp, HR Director Hurley, Maplewood Facilities Manager Harrison, and Assistant County Administrator (ACA) Bouchard

GUESTS: Members of the Public

Vice-Chairman Weed opened the meeting at 9:32AM and recognized Assistant County Administrator Bouchard for the purpose of presenting the Weekly County Operations report. Bouchard reported the following items:

The Court Street / Center Street parking lot renovation and expansion is finally underway and good progress is already being made. The project is expected to be completed in approximately three (3) weeks.

Bouchard then said that the basement brick walls repairs in the space occupied by the Monadnock Center for Violence Protection have been completed and it is anticipated that the crumbing of the bricks should be halted. A breathable layer of stucco has been applied and much of the paint as possible that was holding in moisture in the bricks was removed.

Bouchard then discussed the Kinder Morgan Pipeline meeting scheduled for Friday the 25th and said that he has only received one (1) RSVP response thus far. Commissioner Weed will make phone calls to the towns that were invited to follow-up on the letters sent last week.

Master Agenda Item #293: Installation of Carpeting for Apartment 20 – Assisted Living Facility - B. Harrison was then taken-up for discussion. Harrison presented two options for replacing the damaged carpet in apartment #20 of the Assisted Living Facility. He said that due to the damage of the carpet the apartment is un-rentable until it is replaced. The first option is a standard broadloom carpeting for \$2,930.00 and the second option is for carpet squares that will run \$3,170.00.

Harrison said that he recommending the use of carpet squares for all future re-carpeting projects as damaged squares can be replaced by the facilities staff when needed without having to do the whole flooring area. A discussion of small cost difference and the option to buy a larger quantity of the squares for other repairs and to get them from the same dye lot was had. **Following discussion Commissioner Weed moved to authorize the purchase of carpet squares from Monadnock Flooring for \$3,170.00 and he was seconded by Commissioner Graves. Upon vote the motion passed with two (2) Yea's.**

Master Agenda Item #292: Maplewood Administration Wing Roof Bids was then presented by Harrison. Harrison said that despite reaching out to a number of vendors only two (2) bid packages were requested

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and only one company (Centimark) responded with a bid. He went on to say that the approved budget amount allocated for the roof was \$46,000.00 and the bid from Centimark was \$29,976.00. The Commissioners asked why Harrison thought only one bid was received and he and Bouchard both said that they have been having a great deal of difficulty this summer getting any vendors to respond to bids or even show-up to complete jobs that have been previously awarded. They are being told that everyone is very busy and some contractors have work lined up into next year.

Harrison then said that he would like to be able to use the remaining \$16,000.00 from the budgeted \$46,000.00 to repair the roof over the Assisted Living Solarium as emergency repairs have just been completed on that roof due to the flat roof seams splitting open all along the roof. He said that Centimark will providing cost numbers to him in the next few days and will return to seek authorization to move ahead with that roof replacement as part of the scheduled job for Administration wing. **Commissioner Graves moved to authorize the award of the bid for the replacement of the Administration wing roof to Centimark Corporation for \$29,976.00 and to hold the remaining \$16,000.00 in abeyance for the repair of the Solarium roof and was seconded by Commissioner Weed. Upon vote the motion passed with two (2) Yea's.**

Commissioner Rogers then arrived and joined the meeting in progress.

Master Agenda Item #294: DOC Bond Refunding Status was then taken up and Director Trombly was recognized. Trombly said that a due diligence call with the Underwriters would be taking place in the afternoon and that she did not anticipate any issues. She said that the Commissioners meeting next week scheduled for 12:00PM would be when the sale of the bonds would be authorized by the Commissioners.

Master Agenda Item #295: K. Kindopp - Maplewood Operational Issues - Kindopp addressed the following issues with the Commissioners; EGA Architects contract for the purpose of preparing cost analysis for the six (6) scenario's laid out by the Delegations Maplewood sub-committee that addresses future options for the nursing home. Kindopp said that the contract costs and not-to-exceed expenses were confirmed at \$106,000.00 and other items such as the sub-contractor who will perform the operational analysis of the nursing are being discussed and she hopes will be settled shortly.

Kindopp then discussed the LNA training program scheduled for the end of October and said that thus far five (5) employees have expressed interest in joining the class. She said she is seeking authorization to move forward with the class. She said in response to a question from the Commissioners that up to eight (8) students can be accommodated in one class. She went on to say that the first class is being taught by an outside vendor (Health Careers) but subsequent classes will be conducted by a staff member who has recently been certified to conduct LNA training. Kindopp then said that the class is being paid for with Pro Share funds at a cost of \$12,000.00.

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Commissioner Weed moved to authorize the Maplewood LNA training program and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.

A revolving loan fund to assist employees in obtaining additional health care training was then discussed and Kindopp said that in discussion with Director Trombly, Trombly has suggested that the use of the Hemenway Trust Funds are targeted at funding just this type program. **Following discussion Commissioner Weed moved to authorize the creation of a revolving loan fund for employees to obtain health care training utilizing the County administered Hemenway Trust Fund. Commission Graves seconded the motion and upon vote the motion passed unanimously. This program will be overseen by the finance department.**

(Further, with an aim to continue LNA training program, a 2016 budget request will be submitted to run at least one class per year with hope that two (2) or more classes can be scheduled providing sufficient students can be identified).

The proposed Referral Bonus program for County employees to refer medical personal for hire was discussed and the following are the elements of the program.

*Staff who work for Cheshire County are encouraged to assist us in referring LNA's, LPN's and RN's to begin work at Maplewood. Potential new LNA/LPN/RN must have requisite licensure and be agreeing to work full time — and — **they must identify who referred them on their work application form.** The County staff person will be financially rewarded as follows:*

- *Once the new LNA/LPN/RN completes 2 months of their probation, the staff who referred them will be compensated \$100 within 2 weeks to coincide with the next payroll*
- *Once the new LNA/LPN/RN completes 4 months of their probation, the staff who referred them will be compensated \$100 within 2 weeks to coincide with the next payroll*
- *Once the LNA/LPN/RN completes their full probationary period (can be as little as 6 months, or as long as 12 months) then the staff member who recruited them will be compensated the final \$100 within 2 weeks to coincide with the next payroll*

The Cheshire County Commissioners will determine the start and stop of this program. Running of this program will be based on available funding and ongoing need for these particular positions. Once a Cheshire County Employee has been accepted to make the referral and receive the financial rewards as above, the rewards will continue with each time period achieved even after

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Commissioners halt the program.

An extended discussion began concerning the need for the program and Commissioner Graves moved to authorize the program and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.

A motion to amend the program to include the Department of Corrections Medical staff was made by Commissioner Rogers and after a short review and discussion was seconded by Commissioner Weed. Upon vote the motion passed with three (3) Yea's.

A request to increase the holiday pay for Per Diem nurses for the day after Thanksgiving in order to ensure more nursing staff is available was requested by Administrator Kindopp. Kindopp explained in detail the challenges in staffing around holiday periods and suggested that an overtime rate of 1.5 times the standard rate be authorized. **Following discussion and review, Commissioner Weed moved to authorize the implementation of the pay plan for the day after Thanksgiving. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

At 10:25AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Weed moved to go into non-public session to discuss a matter, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, without that person having requested an open meeting. Commissioner Graves seconded the motion and upon vote the motion passed with three (3) Yea's.

As a result of the deliberations in nonpublic session, a decision to offer employment to J. B. as the Administrator of Assisted Living at \$28.92 per hour based on experience, training, and education was made by Commissioner Graves and seconded by Commissioner Weed. Upon vote the motion passed unanimously.

At 11:37AM the Commissioners unanimously voted to return to public session.

Administrator Kindopp then discussed receiving a Monadnock Shoppers News "Readers Choice" award for the Assisted Living Facility. The Commissioners asked that the staff of the Assisted Living Facility be informed that the Commissioners were extremely pleased to have the staff recognized for their hard work and dedication to the residents of the County.

The Commissioner's then reviewed the Weekly Census report noting the consistent strength in the federal inmate holds at the department of corrections and the level population numbers at the nursing home.

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

The minutes of September 16, 2015 were then reviewed and Commissioner Weed moved to accept the minutes as presented. Commissioner Graves seconded the motion and upon vote the motion passed unanimously.

The Commissioners calendar was then reviewed.

At 11:05AM – the Weekly Commissioners public meeting was recessed in order to review and discuss the Collective Bargaining Agreement currently being negotiated between the County and the Maplewood collective bargaining unit.

At 12:17PM – the Commissioners public meeting was resumed.

At 12:18PM there being no further business to discuss, Commissioner Weed moved to adjourn the meeting. The motion seconded by Commissioner Graves and upon vote the motion passed unanimously.

Respectfully Submitted,
P. Graves, Clerk