

MINUTES
Cheshire County Commissioners Meeting
Wednesday November 02, 2016 09:30AM
County Hall Building
Commissioners Conference Room
12 Court Street
Keene, NH

PRESENT: Commissioners Charles Weed, and Peter Graves (Stillman Rogers absent with notice)

STAFF: Administrator Coates, Finance Director Trombly, Maplewood Facilities Manager Harrison, Grants Manager Bansley, Sheriff Rivera, DOC Superintendent Van Wickler, and Assistant County Administrator (ACA) Bouchard.

Guests: A member of the public

At 9:34AM Vice-Chairman Weed opened the meeting and recognized Administrator Coates who recommended that Facilities Manager Harrison present his quarterly report to allow him to return to duties at the nursing home.

Harrison then provided the following report to the Commissioners for the third (3rd) quarter of 2016. Master Agenda Item #428: Quarterly report – Maplewood Facilities – B. Harrison

MNH Facilities report to the Commissioners
Covering Q3 FY2016

Accomplishments

- Administration, Assisted Living and Waste Water Treatment plants roofs replaced
- DES – received “red tag” letter of deficiency on tank #6, at inspection UST #7 sensor height failed, multiple issues with AST’s 1,2,3&4, met with the County Administrator and Assistant County Administrator to determine a course of action, funding approved by the Commissioner’s
- UST #7 has been repaired and brought back into compliance, AST #4 underground piping has been disconnected and replaced with above ground piping, AST’s 1&2 are empty and will be removed the week of 10/31, DES required work on AST’s 3,4 and 6 is scheduled to be done the week of 11/14
- Facilities completed the construction of the new IT server room at Maplewood
- ARC Mechanical installed the AC for the new IT Server room
- Completed data acquisition for phase 1 of the new WorxHub work order system, began training with Amanda and staff. Beta testing the system with a few folks on the units to find out how best to roll out to the rest of the staff
- Amanda and I attended training sessions of Utility Trac module of the WorxHub program. She has input the data for last year and year to date for all buildings except the DOC. Working with Finance to get the balance of DOC data for FY15
- Rob and Dave did a lot of work getting the pumps and various controls working on the old water system. This was necessary in preparation for shutting down the 250k gallon tank on the hill for State mandated cleaning and inspection which was completed in September
- Replaced the main controller and switch on the nursing homes generator which failed after a storm in August
- County fuel bids went out and the Assistant County Administrator presented them to the Commissioner’s for me while I was out.
- Held a “Silent Auction” to clear out some of the excess items in storage – Amanda organized the event benefiting the employee’s association which gathered \$78.98.

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- #1 heat exchanger failed, RFP put out, bids received and work approved by the Commissioner's
- Replaced a cast iron 4" 5 way fitting on 2nd floor
- Mike spent a lot of time at the farm cleaning up electrical issues left by the previous tenant
- In preparation for our gas tank shutting down the Assistant County Administrator assisted with re-establishing the WEX card system for the nursing home, cards have been received and pin numbers distributed
- New hire training going well, appear to be good additions to the department.

Concerns

- In the past year there have been 10 LED drivers of three different varieties that have failed. One recently on a road side light that required a bucket truck to replace. These are part of the LED light project that took place almost 5 years ago. The warranty runs out the end of December. It has been difficult to obtain parts from Sebago Energy Conservation who installed them and they informed us that these parts will be obsolete soon.
- Honeywell Fire Alarm system has had a ground issue for the past few months that they have yet to resolve. It does not affect the functionality of the system in any way

Budget

Account - Q3 2016	2016 Budget	Sept. Actual	YTD Actual	Budget Balance	Percent Remain
P/R Staff MNH	\$307,265	\$24,583	\$216,529	\$90,736	29.53%
P/R Overtime MNH	\$8,500	\$800	\$4,235	\$4,265	50.18%
Outside Services MNH	\$143,110	\$6,474	\$103,628	\$39,482	27.59%
Supplies MNH	\$9,250	\$69	\$467	\$8,784	94.96%
Electricity MNH	\$164,040	\$15,181	\$124,845	\$39,195	23.89%
Gas/LPG MNH	\$28,560	\$3,048	\$28,236	\$324	1.14%
Fuel #4 MNH	\$187,274	\$11,100	\$91,079	\$96,195	51.37%
Auto Repair MNH	\$11,500	\$0	\$8,715	\$2,785	24.22%
Building Repair MNH	\$47,350	\$4,111	\$33,932	\$13,418	28.34%
<u>Equipment Repair MNH</u>	<u>\$40,000</u>	<u>\$1,299</u>	<u>\$53,634</u>	<u>-\$13,634</u>	<u>-34.08%</u>
Total MNH Facilities	\$1,159,034	\$82,994	\$810,590	\$348,444	30.06%

Looking Forward

- #1 heat exchanger will be replaced the week of 10/31
- WEX card brought fully on line
- Lakes Region Environmental will be in the week of 11/14 to complete the DES mandated tank and piping removals and soil testing

MINUTES
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- The Asset management module of the WorxHub program will be brought on line
- Seals replaced on the freight elevator at the nursing home
- New hires going to their shifts the week of 10/31

The Commissioners thanked Harrison for his report and recognized Grants Manager Suzanne Bansley to discuss Master Agenda Item #429: Grants Policy update and grant documentation.

Bansley said that the County has been awarded and received funding for an Opioid grant for \$30,420.00 for the Sheriff's office and for County Police Departments to conduct patrols for interdicting heroin sales throughout the County. Bansley requested that the receipt of grant be approved and spoke to the requirement for a signature of one of the Commissioners.

A discussion of the how the grant is structured and the reason for the grant was discussed. The Sheriff discussed both the enforcement programs and addiction assistance programs that the departments participates in. He said that the goal is to cover both ends of the problems.

Commissioner Weed moved to accept the grant from the NH Department of Safety for \$30,420.00 for the use of towns throughout the County to assist them in the interdiction of heroin and other drugs and was seconded by Commissioners Graves and upon vote the motion passed unanimously.

Bansley then presented the following updated County Grants Policy for consideration by the Commissioners:

2016 Grants Policy Update

Cheshire County recognizes that grants and other funding sources provide significant resources to enhance the County's ability to provide services and activities not otherwise available with taxpayer dollars. The County will seek grants for projects and programs that are determined by the commissioners to further core County functions or that provide for activities which are in the best interests of the Cheshire County citizens and taxpayers.

This policy applies to all County departments, offices, or fiscal-sponsored organizations of Cheshire County regarding the application, acceptance, and administration of grants from any grantor. The purpose of this policy is to ensure that all grants are appropriate and directly related to programs supported by the Cheshire County commissioners. Further, it is to ensure that all grant-funded programs are administered as required by the grantor or funder, as well as fully comply with County policies, and that all County departments, offices and fiscal-sponsored organizations are accountable for proper resource documentation, administration, and activities.

Grants are non-repayable funds "granted" by federal, state, or another government entity, private foundation, trust, nonprofit entity, or another entity, with the purpose of implementing a specific project, program, purchase of particular equipment or materials, or another purpose identified in the grant award documents. Grants typically require an application and an executed grant agreement pre-award, and some

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level of compliance, reporting, and accountability post-award.

1. The grants manager shall oversee all grants awarded to the County of Cheshire. With the approval of the county administrator and commissioners, he/she shall establish policies and procedures regarding the management and administration of grants, including the submission of grant applications.
2. The County encourages all departments and offices to pursue all available grant-funding consistent with the mission and strategic direction of the County.
3. All grant applications shall be reviewed by the grants manager prior to submission so that the grants manager may make recommendations for changes to conform with “2 CFR Part 200 Uniform Administrative Requirements” and suggestions to strengthen the overall grant proposal.
4. To the extent allowed by the granting entity, grant applications which seek to fund personnel costs must request funding for fringe benefits for all funded personnel. If the grantor does not allow funding for fringe benefits, the department/office applying for the grant shall identify sources for the fringe benefits prior to submitting the grant to the grants manager for review.
5. To the extent allowed by the granting entity, all grant applications will include an agreed upon administrative fee consistent with Cheshire County’s indirect cost policy. A department applying for or amending a grant that does not include the full indirect cost rate in the grant application must provide reasoning to the grants manager and may be required to present to the commissioners for approval prior to the grant submission.
6. All departments, offices, fiscal-sponsored organizations, or others that submit grant applications requiring a match shall identify source(s) of the match prior to submitting the grant to the grants manager for review.
7. Working with the county administrator or his/her designee, the grants manager will determine if a grant application requires the commissioners’ approval prior to submission. The determination is based on whether the program or project the grant will fund is new or existing, whether the grant is new to the County or a renewal or reoccurring award, the amount of the grant, the amount of time the application will take to write, and the amount of time the grant will take to administer.
8. All grant award agreements must be reviewed and approved by the majority of the commissioners and must be signed by one or more of the commissioners, as required.
9. The grants manager will prepare quarterly summaries of the status (active, applications submitted, and applications in draft) of all grants and present to the commissioners to review and approve, as required.
10. Departments and offices shall provide all information requested by the grants manager in a timely manner to allow proper oversight and reporting to grantors and others.
11. All expenditures on grants must be approved by both the program manager (person responsible for the implementation of grant objectives) and the grants manager.
12. Grant check requests (expenditures) must be submitted by the deadline established by the grants manager. Expenditures submitted after the deadline may have a delay in payment or may not be approved for reimbursement.
13. Programmatic reports are the responsibility of the department where the grant is being implemented. Department staff will work in collaboration with the grants manager to meet grant reporting requirements in a timely manner.

MINUTES
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14. Grant funds shall be expended prior to the expenditure of general fund operating budgets whenever possible.

The original policy was adopted on March 27, 2013 and this amendment addresses policy changes and corrects semantical issues. The date of the amended policy will be November 2, 2016

Bansley then discussed that Community Development Block Grants (CDBG) administrated through the Southwest Community Services that use “in-kind” match for the accounting of grant expenditures are undergoing a change. Bansley described the complicated, and seemingly at odds with federal policy rules and processes that are being requested for “in-kind” accounting going forward. The current in-kind documentation that needs to be submitted was signed off and will be sent forward for processing.

A lengthy discussion of the existing process and the proposed new policies were reviewed. The topic will be revisited following a response from the State to the questions and documentation submitted.

Coates then discussed the first regularly scheduled meeting with Steve Horton Construction Consulting concerning the Maplewood nursing home project and said that weekly meetings were established to review the project as it moves forward. USDA fund rules and availability will be reviewed to determine if utilizing USDA funds is a good option for funding the Maplewood project.

Trombly then addressed her discussion this week with the County Bond Counsel to better understand how that funding would move forward if a bond funding model is utilized and to also understand how early project expenses are rolled into the final funding process.

The minutes of October 26, 2016 were then reviewed and Commissioner Weed moved to accept the minutes as amended and was seconded by Commissioner Graves. Upon vote the motion passed unanimously.

10:35AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Graves moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.

A discussion of a dismissal of employee was reviewed.

At 10:44AM Commissioner Weed moved to exit non-public session and was seconded by Commissioner Graves. Upon vote the motion passed with two (2) Yea’s and the Commissioners returned to Public Session.

At 10:45AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Weed moved to go into non-public session to discuss consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county correctional facilities by county correctional superintendents or their designees.

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Commissioner Graves seconded the motion and upon vote the motion passed unanimously.

As a result of deliberations in non-public session no decisions were made and no vote was taken.

At 10:55AM Commissioner Weed moved to exit non-public session and was seconded by Commissioner Graves. Upon vote the motion passed with two (2) Yea's and the Commissioners returned to Public Session.

Van Wickler discussed the publishing of a book on the incarceration of young men in the United States that the author discussed with the Superintendent at the beginning of the writing process. A synopsis from the Amazon book site: "*The story of two American teens recruited as killers for a Mexican cartel, and their pursuit by a Mexican-American detective who realizes the War on Drugs is unwinnable*". A book signing tour that includes seminars with inmates that will be held on Saturday November 12th at the Correctional Facility. The author and representatives of Simon Shuster publishing company will be issuing a press release to the local media. The public is invited to attend the book signing at 1:00PM.

Coates said that on November 10th at 9:30AM the Commissioners will be updated on the 2017 budget status and process by the staff. A discussion of the elements of the structuring of the budget was covered.

Coates then asked Director Trombly to discuss the Electronic Staffing Data Submission Payroll-Based Journal (PBJ) System project underway in the Finance department. Trombly said that her team, lead by Assistant Finance Director Hall, put in tremendous effort to upgrade the Kronos software application and have created a new staffing data journal to meet the Center for Medicaid and Medicare requirements (CMS). It required a significant amount of work to meet the requirements due to problems with the new Kronos system with which the finance staff is experiencing major performance issues. These problems are preventing the project from being implemented on the new Kronos platform. As a result of the finance teams' great efforts, the report was generated and submitted fourteen (14) days ahead of the deadline.

Coates then said that interviews for the vacant HR Director position will be conducted next Monday November 14th in the Commissioners Conference Room. He said that five candidates have been chosen to be interviewed.

Coates then reminded the Commissioners that on December 14th the longevity recognition dinner will be held at Maplewood immediately following the Commissioners meeting.

Coates reviewed a communication from the Executive Director of the New Hampshire Association of County's (NHAC) for committee slots that need to be filled for the upcoming year.

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

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The weekly census was then reviewed.

At 11:40AM 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 with unanimously.

Respectfully Submitted,
P. Graves, Clerk