

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, January 8, 2007 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Representatives Butynski; Burrige; Eaton; Emerson; Espieffs; Hunt; Johnson; Leraudeau, Loll; Mitchell; Richardson; Sad; Weber; Commissioners Zerba, and Pratt; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Butynski opened the Executive Committee meeting at 9 AM. Everyone present introduced themselves.

Corrections

Superintendent Van Wickler spoke to the issue of the jail capacity, design rating and operation. Design capacity of the present jail is 57, design rating is 47. There are 80 population bunks and anything above that is a serious risk. This morning the jail had a population of 128. 17 are going to court this morning. He explained that this budget has added the funding for per diem costs in order to house inmates in outside sites. In leasing offenders out, we remain responsible for that offender. In the last few weeks, the HOC has experienced assaults on staff and inmates. The plan could be to send them to Strafford county because they have a new jail, they have the room, and our inmates are local there. He would prefer not sending anyone out. Rep. Sad asked how many inmates would be sent out, the superintendent stated that \$1 million would cover the costs for about 20 inmates for a year. Transportation, medical, loss of labor is not included in that amount.

Rep. Emerson asked about the raise in costs for the mental health practitioner. Director Trombly stated that last year the position was part time and this year it is full time. Rep. Butynski asked if a meeting has been held with the judges to discuss the population of the jail. Superintendent Van Wickler stated that with a new county attorney, he hopes there will be a meeting to discuss alternative sentencing. He stated that there are some people who do not belong on electronic monitoring.

Rep. Eaton asked if there is any authority held by the superintendent to boot anyone out of jail. The Superintendent stated that there is a discrepancy between the district court and superior court on what authority he has. Rep. Butynski suggested that some members of the Delegation be present at the meeting. Rep. Eaton asked the superintendent to poll his peers and ask if they would like a statutory change to give them the authority to make the decisions. Superintendent Van Wickler stated that there is a risk if he is the one to decide to release someone who has been determined to be incarcerated by other departments of the criminal justice system

Rep. Butynski asked about the cost to put an inmate out as compared to what our costs are. To put an inmate in another facility would cost about \$55, to keep an inmate would be about \$65 a day.

Superintendent Van Wickler explained that the electronic monitoring oversight is done by the company we rent the equipment from, and the information is available to us by computer, when needed. Rep. Mitchell asked if the courts are aware of the overcrowding. Superintendent Van

Wickler stated that it is the prosecutors and the judges who make the decisions. The motion to approve the Corrections budget was postponed.

Alternative Sentencing

Gerry Pelletier stated that he would like to expand the program for pretrial reporting to reduce the number of inmates sent to the jail. The monitoring would be increased for this program. An additional person would cost about \$37-40,000.

Rep. Emerson asked about line 4460.29, outside services. Gerry stated that these are costs for screening, in patient treatment for the day reporting center. He stated that 58 people staying an average of 18 days at the HOC would cost about \$62,000. He stated that he can prepare some recidivism numbers in the fall. Chairman Butynski asked that this information be distributed to the Delegation. He asked Gerry if he is comfortable with the cuts made by the Commissioners and Gerry stated that he thinks it will be ok. Rep. Burridge asked that the report also include those who had not graduated from the program. Gerry stated that those who do not finish the program are difficult to track because approval is required in order to prepare the report. Chairman Butynski stated that he should offer his assistance to Gerry. **Rep. Emerson moved to approve the alternative sentencing budget, Rep. Mitchell seconded, voted unanimously.**

Maplewood

4418 Laundry Regina Holt

Rep. Sad asked if we are purchasing attends with group purchases. Administrator Wozmak stated that they go out to bid for purchases. Rep. Loll asked about line 4418.17, Flex spending account. Director Trombly stated that it is the funds for those employees who opt out of insurance benefits. Approval of budget was delayed subject to the HOC budget.

Housekeeping

4419

There was a question about the funds for a rug in the reception area. Rep. Eaton asked that the cost of the carpet without the maple leaf logo be given to the executive committee. **Rep. Eaton moved to accept the housekeeping budget, Rep. Lerandean seconded, voted unanimously.**

Sheriff

4211

The Sheriff stated that the budget is basically the same but there are increases in the dispatch personnel and deputy personnel line. He stated that he is always competing with the police departments in retaining deputies. Rep. Hunt asked about the costs for the bloodhound. The Sheriff gave a history on the project and stated that the bloodhound life of the dog is about 7 years. He explained the various transportation issues of the deputies and that they respond to local police calls. Rep. Weber asked why there are so many dispatchers in the county. The Sheriff explained the duties of the various departments, which include the Keene police dispatch, Fire Mutual Aid dispatch and the sheriff dispatch. Commissioner Pratt gave an overview of the FMA and the Sheriff's dispatch center. Sheriff Foote stated that 41,000 calls came in last year. He explained what type of calls he responds to. Rep. Loll asked if he takes over for the local police but it is usually the

state police who are available to the towns. The Sheriff explained that the deputies primary function is to serve civil processes (bad debt, evictions, child support issues). They serve about 3000 a year. There is revenue received from serving and from the courts for security, which is about \$244,000. Rep. Burrige asked about the grant for the mobile command center. The sheriff stated that after the flood in Alstead, he believes that the command center is very much needed in case something happens to the dispatch center. If a disaster required them to move out of the courthouse, the mobile command center would be used.

Rep. Burrige asked if the dispatch personnel are APCO certified, because then he would be more apt to allow additional hiring. The Sheriff stated that they are in the process of getting everyone certified. There are no personnel who are certified. Commissioner Pratt testified to the disaster in Alstead and that there were two deputies from the sheriffs office at the disaster. The sheriff gave his justification to hire three personnel for dispatch. Commissioner Zerba gave an overview of the grading system used for county personnel requests. Rep. Eaton suggested that the motion to approve be tabled, 10 voted yes, two no.

There being no further business, at 11:50 AM, the meeting was suspended to meet on January 22 at 9 AM.

Barbara Hull Richardson

Minutes approved on Feb. 19

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, January 22, 2007 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Representatives Allen, Butynski; Emerson; Hunt; Johnson; Lerandeau, Loll; Mitchell; Richardson; Sad; Weber; Commissioners Zerba, and Pratt; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Butynski opened the Executive Committee meeting at 9 AM.

DELEGATION 4120 - Administrator Wozmak explained that any member of the Delegation who attends a Delegation, Executive Committee or subcommittee meeting is paid for attendance, even if they are not a member of that committee. There were no further questions.

COMMISSIONERS 4130 - Outside services was discussed regarding the restoration of the Hungry Lion mural. Terry will bring in photos of the mural we are discussing being restored.

There was discussion on the amount of funds in the legal line. Administrator Wozmak stated that it was in anticipation of jail site issues. It was decided to reduce this line to \$10,000. Dues, membership and subscription was reviewed and discussed. There were no further questions.

GENERAL COUNTY - Administrator Wozmak explained how the general county budget covers the safety officer and various other items falling in that category such as insurance and furniture purchase. Workers compensation rates were increased, which resulted in an increase for the budget. He explained that equipment purchase is in the general county budget as requested by the auditors.

Rep. Hunt suggested that the Cheshire County Historical Society be given the historical items listed under outside services. He suggested that the \$760 be taken out from the budget and it was agreed by all. There were no further questions.

FINANCE - Director Trombly explained her budget. She offered a reduction to the audit line by \$3800 from \$25,700 down to \$21,900 because a single audit will not have to be done. There were no further questions.

MISCELLANEOUS - Administrator Wozmak offered several reductions to the budget. Remove the funding for the card reader capital project line 4900.89.11; remove \$1500 from capital budget for carpet 4900.97.54; \$6500 infrared device for PT 4900.97.57; and increase skilled revenue for MNH by \$161,177 due to an increase in census; and increase Medicaid revenue because of a rate increase adding \$230,000.

Computers Capital Equipment 49000-97-34 - Rob Hummel reviewed the computer capital equipment for the HOC, the jail inmate management program. He explained how the program is used at the HOC. The original program was purchased in 1999 and it does not include imaging capabilities. \$52,222 includes the license agreement for software and hardware. It allows every terminal involved in the justice system for the county to access images. He expects the system to be an 8 – 10 year life.

Wendy Putnam reviewed the computer capital equipment, which includes the Time and Attendance and Scheduling program for HR and nursing at \$129,000. Bob Hemenway stated that scheduling for the

nursing home includes about 200 employees. The program will allow computer access to employees to review schedules and request time off. Wendy Putnam reviewed the fact that a new employee has to be entered into four different programs. This new program only has to be entered at once. Maintenance costs for the program are about \$31,000 a year, as compared to the cost for Kronos at about \$6000. A Kronos update to their new program is 110,000, with an annual maintenance at about \$7000. Director Trombly stated that she felt the Valiant program would be easier to use and has the most features. She said they had a stronger scheduling component. Rep. Hunt suggested that a subcommittee be established to review this program. He, along with Reps. Sad and Weber will meet with Administrator Wozmak and several employees involved with the program to review this and report back to the executive committee.

Wendy Putnam reviewed the LNA charting program. Bob Hemenway addressed the issues with a charting program and will allow the LNA's to code in what they have done for a resident at the time of doing it. Mindy donLuekin stated that her concern is that real care is done in real time and noted in the resident notes at the time. The nurse manager can check the work done for a resident on that shift. Chairman Butynski thanked everyone present for their input. Wendy noted that this program includes the kiosks that would be put on the floors for use by nurses. It was agreed that the LNA charting program be included in the subcommittee review.

Wendy stated that line, Computer Telephone, 4152.68 be dropped to \$14,788, and 4152.97, Equipment Purchase, add \$840 for equipment at the HOC.

DEEDS - Register Hubal was absent and Administrator Wozmak was requested to review the deeds budget. He noted that we are in year 8 of 10 in the restoration project. The balance of the budget will be reviewed at another time.

HUMAN RESOURCES - The recruiting, complementary therapy and tuition reimbursement lines will be moved back to personnel administration as requested by Rep. Hunt and agreed to by the committee. It was agreed to cut the amount funded for complementary therapy be reduced to \$2000. There were no further questions. Director Trombly stated that there was an increase of only 2% in health insurance.

FACILITIES – MNH - Rep Sad asked about the Honeywell fees. Administrator Wozmak explained that the Honeywell energy project has resulted in a reduction of energy usage in county buildings. Rep. Sad asked if the security system costs have ever been put out to bid. Administrator Wozmak stated that he believed they had. There were no further questions.

ACTIVITIES 4421 - Steve Wilson presented and reviewed the activities budget and explained the number of hours that his department spend with the residents, ensuring that all residents are involved in activities, no matter their abilities. This is a requirement by the state. There were no further questions.

There being no further business, at 11:50 AM, the meeting was suspended to meet on January 29 at 9 AM.

Barbara Hull Richardson

Minutes approved on Feb. 19

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, January 29, 2007 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Representatives Allen, Butynski; Eaton; Emerson; Hunt; Johnson; Leraudeau, Loll; Mitchell; Richardson; Sad; Weber; Commissioners Rogers, and Pratt; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Butynski opened the Executive Committee meeting at 9 AM.

UNH Nancy Bradford-Sisson introduced herself to the group. She reminded everyone about the County Conversations meeting of Feb. 5 at HCS and they were all invited.

Nancy asked for an adjustment to the travel line, increasing by \$850 to \$17,550, as a result of the increase in the IRS mileage reimbursement rate. She stated that 4611.97 increase in equipment is to replace two computers. Chairman Butynski thanked her for her presentation.

The committee who met regarding the computer time and attendance program gave their input regarding their meeting last week. Rep. Weber felt that it may be a good program but feels it is a lot of money and would like to see what the financial impact of the program would be to the budget. She also feels that a maintenance cost of \$30K a year is too much. Administrator Wozmak stated that they found that Genesis nursing home uses the program. He stated that the program may be pulled back a little and everyone can see what the program can do this after noon at a meeting on the program. Rep. Hunt felt that it is a huge package for a small nursing home. He felt that some money could be put in capital reserves, about \$30K for another year. Director Trombly stated that she feels the \$129K is too much. It was decided to remove the \$129K from the capital budget.

Rep. Mitchell asked for a discussion about the 640+ acres the county owns. Rep. Allen stated that he thinks the property should be kept as woodland. Rep. Hunt stated that he feels the best use would be to sell to developers. Rep. Weber stated that she would like to see the land retained as a resource to the county. Rep. Eaton stated that maybe we should look at a conservation of the land. Rep. Johnson stated that she feels the residents of the nursing home should be nearer to services.

FARM David Putnam gave an overview of the farm budget. He stated that grain prices are high. The herd consists of 135 cows, and we raise our own replacement stock. He stated that repair of equipment is difficult to determine in advance because there is no way to know what equipment will breakdown. We have 52 acres of tillable land. The bailer we purchased several years ago will be paid up this April. David reviewed the purchase of feed bunks because of the lack of help from the jail. He explained that about 2500 people visit the farm during the course of a year. Rep. Emerson asked how much labor will be lost with the move of the jail. He stated that it will add an additional FTE.

Commissioner Pratt explained that the \$450K for labor costs that would be incurred when the jail is relocated included inmates that work at the nursing home and the farm. Commissioner Rogers stated that the inmate issue depends on what is done about the jail. Rep. Hunt asked Dave if there is a way to turn around the farm budget to break even. David said that family farms are becoming scarce, and the two farms in the area are becoming larger. Rep. Sad stated that she thinks we could look into an organic farm and that there was a meeting that evening in Walpole about organic farms. David said he looked into organic farms and that it takes three years to turn organic. Costs would increase greatly. He stated that there are many things at the farm that are already organic. Rep. Mitchell stated that what she can see is that the farm has cost the county about \$600K to maintain a tradition. David stated that the inmate labor does not give any value to the value of the farm. He feels that working at the farm produces a work ethic to the inmates, making them more

responsible. He stated that a new inmate is trained at the farm about every 25 days and that is very time consuming, but it is a benefit to the community.

Rep. Eaton stated that the county needs to bring the farm up to the best it can be or just turn it in. David stated that the average work week is 60 hours, summer and fall is about 80 hours a week. He stated that as a farmer, you know that you will be working as many hours as is needed to run the farm. There is one capital item in the budget for \$40K for a truck with a plow, noting that the farm truck also plows the jail and nursing home. There were no further questions. The committee thanked David for his presentation.

Administrator Wozmak stated that \$45K funding is being requested for rehab of the Blood Farm. There is an obligation to do some work at the house. Rep. Hunt suggested the rent be increased to cover maintenance on the land. Administrator Wozmak stated that putting the item in the budget was principally to encourage discussion on the building. Commissioner Pratt stated that the Delegation needs to think about the future of the farm. It was suggested that a new committee be set up from the executive committee and the farm committee, including the Commissioners, to discuss the farm. Chairman Butynski would like to start up the committee. Commissioner Rogers stated that he doesn't think making a decision on the farm should be done 6 – 8 weeks before the budget is approved. It is important enough to do it without pressure.

Rep. Loll suggested that perhaps the jail should be used as a rehab center once a new jail is built.

TREASURER Commissioner Pratt suggested that the budget be reviewed in the absence of the Treasurer. The budget was reviewed and approved.

HUMAN SERVICES Mimi Barber presented an overview of her budget. She stated that her responsibility is to make sure there is enough money in the budget for the next twelve months. She explained how a new program by DCYF is being established for providers for direct payment to them, and the county would just pay the bill without input. She presented updated figures to her budget, which result in a net decrease of \$125K from her budget. Administrator Wozmak stated that he asked Mimi if she can reduce the budget by an additional \$125K. Mimi agreed to do so, with the caveat that an adjustment may have to be made depending on the billing she receives. The committee approved the budget with the changes. Commissioner Pratt commended Mimi for her work.

CONSERVATION DISTRICT Ken Wright, district manager distributed a report on the role of the district to the committee. There is about \$300K in funds obtained for county residents. He is requesting a decrease to \$14,307 for his budget. They are looking for alternate funding sources for their budget. Administrator Wozmak explained that the only item that used to be in the budget was the salary and a stipend for health insurance and did not include other items in the budget. An amount of \$17,470 would be the amount we have historically paid toward the Conservation District. **Rep. Hunt made a motion to change the budget amount of \$16,057, Rep. Sad seconded.** Discussion followed. A member of the District board stated that the small amount given brings in a great deal of funding for county residents. Rep. Weber stated that he thinks the \$17,470 is a good amount. **Rep. Hunt withdrew his motion and Rep. Weber moved to approve the \$17,470, Rep. Allen seconded, voted unanimously.**

FACILITIES Barry King presented a reduction in the supply line for salt and sand down \$700 to \$12,000. Fuel oil, 65.11 should be reduced by \$10K down to \$199,801. Electric utility increases are based on history. Rep. Sad asked about the energy saving program and asked if those savings are included in the budget, Barry stated they were. Capital improvements for the card readers should be deleted by \$40K.

Barry reviewed the repairs needed at the Blood Farm, replacing windows, roofs, chimney, porch roof, garage roof and sill work. Barry feels the sills and roof are the first things to do. Barry will bring in a breakdown of the costs for repairs. The balance of the budget will be completed at the next meeting.

There being no further business, at 12:10 PM, the meeting was suspended to meet on February 5 at 9 AM.

Barbara Hull Richardson

Minutes approved by phone on February 26

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, February 5, 2007 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Representatives Allen, Butynski; Eaton; Emerson; Hunt; Johnson; Leraudeau, Loll; Mitchell; Richardson; Sad; Weber; Espieffs; Commissioner Rogers; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Butynski opened the Executive Committee meeting at 9 AM. He welcomed the representatives from HCS for their presentation.

HCS Barbara Duckett, CEO, gave an overview of the outreach program and the services supplied to residents. This includes basic health and home care services available to homebound residents. These services help people remain independent and keep them at home rather than in a nursing home. She was questioned about the congregate meals held in various towns by HCS. She stated that the meals are open to anyone, and they cannot discriminate who comes. Notices and word of mouth is how information on the location of the meals is held. Rep. Mitchell asked how they go about getting additional endowments. Barbara stated that there is an annual appeal and capital campaigns to increase their endowments. There were no additional questions.

MCVP Robin Christopherson, Executive Director, stated that the funding request of \$8000 is general operation money, which covers the rent with \$1000 for general operations. There are eight full time and three part time employees. She explained how space is becoming tighter at the courthouse but being close to the county attorney and victim witness personnel works well for them. She feels it is a good relationship with the county. There were no further questions.

Monadnock Substance Abuse/Acting Out Linda Rubin explained that they work through schools, in shelters, through the court system, women's support groups and intervention groups. She gave an overview of the services and programs included in the acting out program with youth. They are requesting \$5750 for the Substance Abuse program and \$2000 for Acting Out. They are always working with schools to get programs going. They have groups at Keene HS, Keene Middle School and Monadnock Regional, and a college group from Franklin Pierce. They are trying to get a group going at Conval. They are working at this time with Fall Mountain. They work within the school to identify students who could benefit from the program. Rep. Loll asked if there are drug or alcohol issues they deal with. Linda stated that they are brought to their attention by the school. Rep. Sad asked why they are presenting separately from MFS. They were asked many years ago to present their request as a separate entity. There is work being done by the state to establish a coalition to look at what is needed in the communities.

Community Kitchen Ann Davis gave an overview of the program. She stated that they have been in existence since 1983 and have served over 9 million meals. Last year they produced 700,000 meals. The number of hot meals went up and they are seeing more people bringing families in for hot meals. They distributed 35,000 boxes of food. About 237 families were helped at Thanksgiving. The kitchen is closed on weekends and holidays and Ann stated that there is just not enough manpower. Additionally, for holidays they were conflicting with other organizations in the area. There were no further questions.

Keene Senior Center Peggy O'Keefe gave an overview of their budget. The Center allows seniors to come together, and there are about 70-110 people coming in a day. Rep. Johnson asked if there are any additional grants they can look for. Peggy stated that there are grants and she will be looking at them. There were no further questions.

MDS

Carol Brown stated that they served 55 families last year and with state funds they were able to serve 124. Carol gave an overview of the services they provide to county resident families. One of the key services they provide is respite services. They would like to increase the number of families they serve and increase the hours of respite to three hours a week and to increase the pay rate for the providers. They have 32 families who are waiting for services. They have started an out reach program. The individual respite services are their core piece. Chris Coates thanked the group for the county's support and advised them that their numbers are exploding. They have not gone to the City or towns for funding. Rep. Hunt stated that he prefers they come to the county only and not to both county and towns/city. Carol explained how families are chosen to receive services. There were no further questions.

MFS

Ken Jue stated that MFS serves 35 towns in the Monadnock area, from Alstead to Wilton. They have served the community for 101 years. The funding requested is for the uninsured and underinsured. There are about one out of 20 people who use their services. These include child services, case management, in home services and medical services. The members of the MFS board who were present confirmed the need and the funding is level funded from last year. Doug Iosue stated that health plan deductibles and copay amounts are increasing, which results in the underinsured residents requesting services. He stated that their emergency services cover 4 South at the hospital and they cannot admit after assessment but must contact a provider for evaluation for admission. There were no further questions.

A ten minute break was taken.

Female Offender Program

Christine Brehm gave an overview of the program, which is to address the needs of female offenders in Cheshire County. They do case management. Most female offenders have situational issues that contribute to their incarceration. They work with them in a group format and individually, providing stabilization services. She is looking at additional funding and stated that they will not be back next year for funding. She stated that when she submitted her original budget request, she put it together under a time restraint and she is reducing that amount to \$12,000. Individuals will receive housing for 6 – 24 months, and they will pay rent and utilities, and when they leave will be given a renters reference. There were no further questions.

FMA

Paul Szoc presented their budget and program, which includes EMS, Hazmat and emergency management issues. He gave statistics on the services they support and the number of calls received. During the flood last year they manned an emergency trailer in Alstead. He explained the various programs they in which are involved. Administrator Wozmak explained that the county makes six equal payments to FMA. Paul explained what they would do in the event of an emergency. Everyone in the room was invited to visit the facility.

4th Quarter 2006 Budget Review

Director Trombly stated that we came in under budget in expenses but revenue was under budget, which resulted in a deficit. Rep. Allen stated that a 1% short fall was very good. Administrator Wozmak stated that at this time we are almost fully staffed within nursing, which should reduce costs. The use of registry is dramatically lower at this time. He stated that in 2007 should be down even more because of the reduced registry hours. Rep. Allen made a motion to accept the 4th quarter budget, seconded by Rep. Richardson. Motion passed unanimously.

There being no further business, at 12:10 PM, the meeting was suspended to meet on February 12 at 9 AM.



Minutes approved by phone on February 26

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, February 12, 2007 9 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Representatives Allen; Butynski; Eaton; Emerson; Hunt; Johnson; Lerandeau, Loll; Mitchell; Richardson; Sad; Weber; Commissioners Zerba, and Pratt; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Butynski opened the Executive Committee meeting at 9 AM.

County Attorney Peter Heed presented the budget for the county attorney office. He noted that he sees how hard everyone works for the county, both in his office and in the administrative offices. He stated that there was almost a complete turnover of staff last year. He introduced the employees present from the attorney's office and noted that he is interviewing to fill the vacant positions.

He explained the origin of the regional prosecutor position that is under discussion, in addition to explaining what work they do. He stated that they will work with the original eight towns who had been involved in the regional prosecutors and that the funds from the towns will be used to work in the district courts. He expects that other towns may become part of the program. There will not be any tax increases to the county residents for this program, as it will be paid for by the eight towns. As of last week they can start the program this week. Elizabeth Cleary will be taking over the position. An office will be created near the District Courts. Rep. Hunt expressed his concern that towns may decide to participate at one time and decide not to participate at another.

Commissioner Pratt stated that the Commissioners are asking the Executive Committee to authorize them to go forward. He feels that it is a great thing for the county to do. Administrator Wozmak explained that the county is assisting the towns at their request and that we are only looking at administering the funding. It is a budget neutral item. Commissioner Pratt stated that at a meeting with the eight towns, they all agreed to go forward and we are now preparing a memorandum of understanding for the program. Rep. Hunt stated that a MOU could go forward with the authorization of the executive committee and bring it forward to the Delegation. **Rep. Hunt moved to authorize the county attorney to draw up a MOU between the eight towns for the regional prosecutor pilot program for three years, with the intent that it will be funded through those towns that are involved in the grant and that final approval must be made by the Delegation (this will be discussed and voted on Feb. 21 at a meeting in Concord) and ratified in March at the Delegation meeting, Rep. Weber seconded, voted unanimously.** Chairman Butynski suggested that a memo be sent out to the Delegation regarding the program. **Rep. Eaton moved to accept the Regional Prosecutor budget, Rep. Weber seconded, voted unanimously.**

Attorney Heed noted his request for an additional \$10,000 to be added to his budget for extradition. Rep. Eaton suggested that the increase in budget be requested at the time it is needed, Attorney Heed agreed to do so. He requested adding \$1300 to his travel line and reduce the extradition line by \$1300. **Rep. Hunt moved to raise the travel line to \$3000 and reduce the extradition line to \$4700, Rep. Eaton seconded, voted unanimously. Budget was approved unanimously.**

Victim Witness
by a grant. There were no questions.

Director Trombly explained that this department is funded

Medical Examiner

Budget approved as shown.

A short break was taken.

Commissioner Zerba brought before the committee the meeting to be held on March 5 and 12 regarding the jail site. They are proposing the Hill site for the jail and the Commissioners expect to take a formal vote next week to make this recommendation to the full Delegation. There was a discussion on the jail building location, costs and utility costs.

Social Services Kathryn Kindopp introduced Teresa Speaker who reviewed the services the department gives and the budget requested. She stated that there are two fulltime and two part time social workers.

Occupational Therapy Gina Cutler introduced herself. She reviewed the work done by the department. The increase in the outside services budget covers a full time speech therapist. This is a reimbursable service and there is \$37,000 in revenue for this line. There were no further questions.

Physical Therapy Kathryn Kindopp reviewed the budget. About 2/3 of the residents are on physical therapy. She reviewed the equipment capital purchases and repairs. She explained how equipment is purchased as needed and to fit individual clients. There were no further questions. Budget was approved.

Miscellaneous services for Residents Kathryn explained that the budget for the speech therapist would be taken out when one is hired. She explained that 4426.29.22 is for dance therapy, which has helped reduce the number of falls. There were no further questions.

Capital Expenditures Kathryn noted that the \$37,000 is for mattress replacement. She explained that the new mattresses are specifically for nursing home use and will have a life of 15 years and do not have to be flipped. She reviewed the entrapment prevention equipment that is used for residents' beds to keep them from falling within the areas of risk.

Chairman Butynski asked for information on the reductions made to the budget to date.

Nursing Administrator Wozmak explained that the budget was reviewed by Mindy don Leukin in order to reduce the funding used for registry nurses. She stated that her goal is to eliminate the use of registry personnel. She is also addressing overtime and that she has instituted a policy that no one can receive overtime without prior approval. They are also looking at getting per diem staff on for regular hours. These are the major control issues addressed.

Assisted Living Maria Miffek explained that there are 10 units on the two floors with a total of 20 units. Revenue for AL is \$451, 500. There were no questions.

Administrator Wozmak stated that the reductions made to the Commissioners' Proposed budget have been reviewed and bring the increase in taxes to be raised down to 10.3%. Chairman Butynski requested this be submitted in writing. Commissioner Pratt stated that the DOC cuts predicate that a jail site vote is approved. If not, the approximate \$490,000 taken out will have to be put back in the budget.

Facilities Barry King stated that all repairs on the Blood Farm have been put off until next year.

The capital projects for the DOC was reviewed.

Landscaping costs of \$3000 for the courthouse were taken out of the budget.

There being no further business, at 12.10 PM, the meeting was suspended to meet on February 19 at 9 AM.

Barbara Hull Richardson

Minutes approved by phone on February 26

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Public Hearing
Monday, March 5, 2007 7 PM
Keene Middle School, Keene, NH

PRESENT: Representatives Allen; Butcher; Butterworth; Butynski; Dunn; Espieffs; Hunt; Johnson; Lerandeau, Loll; Mitchell; Richardson; Sad; Weber; Weed; Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Superintendent Van Wickler; Finance Director Trombly; Ex. Asst. Warren

Vice Chair Mitchell opened the hearing at 7:00 PM and requested to those present that if they wish to speak they sign up at the sheet on the podium. She noted that the presentation will be given first and then those with questions may speak after that. She handed the meeting over to Chairman Zerba. Commissioner Zerba introduced those presenting for this meeting and spent some time explaining how the estimated cost rose from \$35 million to \$37 million. He explained that since the first Public Meeting notice was advertised, bids from a similar jail project in upstate New York came in at nearly \$300 per square foot, placing our project at slightly more than \$37 million.

Superintendent Van Wickler explained the drawings that were set up front. He referred to the Liebert and Bennett reports. These reports were prepared with input from departments throughout the judicial system in order to determine what would be needed for the future, in the building and in programs.

He explained the floor plan and the purpose of each area. He explained that the jail processes more inmates than at a prison, because of the short sentences. He explained that the better the design of the jail, the less the operating costs are. There will be a programming wing in the new jail, which will take care of the programming issues of the inmates, which are a deterrent to recidivism. He explained the classification system used at the jail and that the jail staff has spent a great deal of time reviewing the jail plan. Commissioner Zerba thanked the Superintendent for his presentation.

Administrator Wozmak explained the diagrams that indicate the jail site location and costs and the location of the jail on 13 acres of the Hill property on Route 101. He explained that a traffic study is going to be done. He showed the chart that breaks out the costs, which total to about \$37 million. He showed the chart, available to those attending that gave detailed information on the construction, excavation, water and sewer costs. The floor was opened to those who had signed up to speak.

1. Nancy Carlson – Thanked the Commissioners and Delegation for not putting the jail in Swanzey. She stated that she would like to see comparisons of the sites. She said that we should be concerned about operating costs.
2. Paul McGuirk – He stated that the farm has shown a loss every year since the 1980's and he requested that we give continued consideration to using the inmates at the farm.
3. Toby Iselin - stated that he feels that there are too many people being incarcerated and that building a jail in Cheshire County is not a good decision.
4. George Iselin – stated that he supports the jail being built in Westmoreland. Cheshire County already owns land for the jail. He believes there has been flooding at the Hill site and we should be concerned about this. He doesn't think the mix of a corporate park and housing is a good mix.
5. Mary Iselin spoke about the inmates who worked at the farm and nursing home and that it was good for them to work there.

Commissioner Rogers addressed some of the comments. He explained that the sheriff's office makes many trips back and forth from the jail to the courts during the day, so the transportation for inmates would not be increased that much. The Commissioners recognize that transportation will have to be done for inmates on a daily, or more, basis. He explained that only those inmates falling within certain low risk classifications are used at the farm or nursing home. Commissioner Zerba explained that we have been considering outsourcing inmates because of the overcrowding at the jail.

Administrator Wozmak addressed the drainage issue at the site. He stated that the architect believes that some of the work that will be done on the site will take these issues into consideration.

Commissioner Zerba stated that the comparisons of the various sites were comparable because the different sites required different issues be addressed, i.e. acquisition costs, utility costs, excavation costs, etc. He addressed the \$2 million increase since last year. Two years ago, the building costs were \$204 per square foot; the current costs are \$298 psf. The increases in costs are because of the increased use of building materials by growing countries. Commissioner Pratt stated that he agrees with Toby that perhaps the people in Washington and Concord will and should give more consideration to the laws that are resulting in overcrowding in the jails.

Commissioner Rogers stated that he also believes there are many people in jail who should not be there. Some are mentally ill, some are there because of substance abuse. He explained the Alternative Sentencing Program that was created by the County for those who could be helped by treatment programs. We are also working on establishing a pretrial release program. The staff at the jail want to work with the inmates to learn basic life tools. But, he stated the county has no control over who goes into the jail, that is the decision of the judges.

6. Laurie Donohue stated that there is the question of toxic clean up and the costs of that. Also the traffic impact should be studied ahead of time. Administrator Wozmak stated that preliminary information indicates the clean up costs would be about \$100,000. The environmental engineer thinks that the costs will be insignificant. He stated that the jail is not a high traffic location and will not affect the traffic on the road.
7. Judd Dexter stated that he is concerned about the costs of the jail. What are we going to do to guarantee that we are not going to go back to the taxpayers for more money. Commissioner Rogers stated that development and design have gone as far as it can until the bond is approved and at that time the building would be designed for the site. There are specific requirements of a jail and therefore there are specific costs related to it. The cost to build has gone up thereby raising building costs. The Commissioners will make all the adjustments that they can. We are trying to avoid the mistakes we made in the previous two jails we built in 1976 and 1984.

Vice Chair Mitchell asked if there were any other members of the public who wished to speak, hearing none, she thanked those who did speak.

There being no further business, at 8.06 PM, the public hearing was adjourned.

Barbara Hull Richardson

Minutes approved by phone on March 22, 2007

Barbara Hull Richardson

MINUTES
Cheshire County Delegation Meeting
Monday, March 12, 2007 7 PM
Keene Middle School, Keene, NH

PRESENT: Representatives Allen; Burridge; Butcher; Butterworth; Butynski; Chase; Dunn; Eaton; Emerson; Espieffs; Johnson; Lerandeau, Loll; Mitchell; Parkhurst; Plifka; Richardson; Roberts; Robertson; Sad; Weber; Weed; Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Superintendent Van Wickler; Ex. Asst. Warren

Chairman Eaton opened the meeting at 7:08 PM.

Rep. Mitchell moved to raise and appropriate a sum not to exceed thirty seven million dollars (\$37,000,000) to finance the land acquisition and related costs as well as the costs associated with the design, construction and equipping of a county correctional facility located on Route 101 in Keene, NH, otherwise known as the "Hill Property", such sum to be raised through the issuance of bonds or notes pursuant to the provisions of NH RSA 28 and NH RSA 33, as amended; and to authorize the County Commissioners to (1) issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and (2) to negotiate, execute and deliver any documents necessary to the land acquisition and purchase, seconded by Rep. Sad. Discussion followed.

Rep. Chase noted that the building should be built to LEEDS standards. He asked if this is the time to make an amendment. Chairman Eaton said that the Commissioners are aware and have discussed the issue and they know that it is the wish of the Delegation and that it should not be in the form of an amendment to the motion.

Rep. Johnson stated that she does not understand some of the costs on the chart. David Lay from SMRT explained the soft costs, A & E design costs, expenses, civil engineering, survey and borings, costs of a clerk of the works.

Rep Butynski moved to amend the motion to raise and appropriate a sum not to exceed thirty five million and a half dollars (\$35,500,000) to finance the land acquisition and related costs as well as the costs associated with the design, construction and equipping of a county correctional facility located on Route 101 in Keene, NH, otherwise known as the "Hill Property", such sum to be raised through the issuance of bonds or notes pursuant to the provisions of NH RSA 28 and NH RSA 33, as amended; and to authorize the County Commissioners to (1) issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and (2) to negotiate, execute and deliver any documents necessary to the land acquisition and purchase, seconded by Rep. Lerandeau. Rep. Butynski spoke to his amendment because he feels the larger the jail we build, the larger the population will be. He feels that the taxpayers are over burdened, and that the project needs to get done and he will vote for \$35.5 million, not for \$37 million. Rep. Mitchell addressed that we need to do this right and we should not go back to the taxpayers in a few years for more funds. She asked Rep. Butynski if he would reconsider \$37 million.

Rep. Weed asked how he came up with a figure of \$1.5 million, what the impact of the difference would be to the taxpayer. He noted that he has attended several academy graduations and he believes the staff is committed to that process. Rep. Butynski stated that he thinks there are other programs that will reduce the funds needed to jail offenders, and with less cells there would be less inmates.

Rep. Allen asked if Rep. Butynski spoke to the superintendent about reducing the number of cells, thereby reducing recidivism. Rep. Butynski stated he has not. Rep. Burrige stated that New Hampshire is listed as the sixth lowest in the nation per capita incarceration, and that there will be an increase in serious violent crimes expected in the next 15 years.

Rep. Butterworth stated that the jail is designed for the next 50 years. The difference of \$35.5 and \$37 million will result of a difference of \$2.04 per year per \$100 K valuation of a house. Rep Mitchell asked about whether the cost of outsourcing is being considered in the figure. Rep. Butynski stated that he thinks the jail at \$35.5 will still house a sufficient number of inmates.

Rep. Robertson stated that he does not know where the financial cut would be and how it would affect the inmates. He believes that if all the \$37 million is not needed, the Commissioners will not spend it. He thinks it is arbitrary to take out \$1.5 million.

Rep. Lerandeau asked if the Delegation believes the Commissioners can work with the amended amount. If so, vote for the amended amount.

Rep. Roberts stated that he looked up old reports from MacMillan that stated they would build the building for \$30 million in 2006. He stated that he doesn't think the jail should consider housing federal prisoners, and the building should not be built with that in mind.

Rep. Allen asked why does he think we are building for federal prisoners? We are building for decades in the future and in the mean time the unused space could be used for federal prisoners and thereby bring in funds. The larger jail will last longer into the future.

Rep. Dunn believes that the issue of building a jail was in existence before he became a legislator. He understands as a retired person that taxes will be affected. If there is a way to save money, he believes the Commissioners will do so. He encouraged that the amendment be voted down.

Rep. Chase stated that the \$37 million is a compromise already and he recommends voting for it.

Superintendent Van Wickler stated that it was about 1997 that he brought the jail issue before the Delegation. He stated that it was recommended that six changes be made to the justice system to reduce inmate population, and the county has implemented four of them. He stated that he has never heard of a judge who doesn't send a prisoner to jail because the jail is crowded. He stated that we never said we were building the jail for federal prisoners, but that if we had empty beds, they would be available for the feds. He asked that the Delegation vote for the \$37 million.

Rep. Dunn stated that he would like to say he doesn't like paying taxes, but paying taxes is patriotic.

Rep. Lerandeau moved to limit debate, Rep. Dunn seconded, voted unanimously.

Motion on the amendment to reduce the bond amount to \$35.5 million roll call vote taken, motion failed 17 to 5. On the original motion of \$37 million, a roll call vote was taken, motion passed 19 yes, 3 no.

Commissioner Pratt congratulated the Delegation for their vote and noted that it has been a long road. He recognized Superintendent Van Wickler and his staff; and Commissioner Zerba, who has not had an easy time in the process. Rep. Roberts moved to reconsider the vote for the bond, Rep. Allen seconded, voice vote taken, motion failed unanimously.

Rep. Robertson stated that in losing it is not a terrible thing because you stood on principle. We are still friends. Commissioner Rogers thanked those who voted for this and the Commissioners will do everything in their power to keep the price down. We have come to the end of a long process. Rep. Chase thanked the group for getting to this point. Rep. Parkhurst stated that if you build it, they will come. Chairman Eaton commended the staff at the jail who kept peace in the county jail and from potential lawsuits. There being no further business, at 8.10 PM, the meeting was adjourned.



Minutes approved by phone on March 22, 2007

Barbara Hull Richardson

MINUTES
Cheshire County Delegation Meeting
Monday, March 19, 2007 7 PM
Jury Assembly Room, Keene, NH

PRESENT: Representatives Allen; Burridge; Butcher; Butterworth; Butynski; Dunn; Eaton; Emerson; Espieffs; Johnson; Lerandean; Mitchell; Parkhurst; Pelkey; Plifka; Richardson; Robertson; Sad; Weber; Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Eaton opened the meeting at 7:06 PM, and recognized Rep. Butynski who presented the executive committee budget for 2007. He noted that the taxes to be raised went from 21.86% to 9.9%. He said he felt there was good cooperation between the committee and the Commissioners and staff to come to this point.

Rep. Butynski made a motion to approve the executive committee budget in the amount of \$30,411,027, seconded by Rep. Parkhurst, roll call vote passed the motion unanimously.

Rep. Parkhurst made a motion to accept taxes to be raised from cities and towns for 2007 in the amount of \$14,591,325, seconded by Rep. Weber, voted unanimously.

Commissioner Zerba reviewed the meeting last week with Justice Broderick regarding a combined courthouse. The Commissioners will be meeting with the city and will advise the results of the meeting to the Delegation.

Rep. Weber read a statement and motion to those present. **Having learned that a request has come to the Board of Commissioners for the County to reverse its current position disallowing health insurance for persons joined in civil unions and having learned further that the Board is unanimously inclined to reverse its current position and having learned that the Board is desirous of receiving the advice and counsel of the Delegation on this matter, inasmuch as the Legislature has given it considerable study over the past two years, now hereby the Cheshire County Delegation encourages the Board of Commissioners to provide health benefits to county employees and their families who are living in committed, legally recognized civil unions, seconded by Rep. Burridge, voted unanimously.**

Rep. Dunn thanked the Commissioners for doing what is unique for their employees.

Rep. Eaton asked if there was other business to come before the Delegation.

Administrator Wozmak explained about the New Hampshire Community Technical College (NHCTC) which was brought here to Keene to establish a nursing program, among other programs, in the western corner of the state. He urges the support for their growth and for any program that may come before them at the state level. Wozmak explained that it has been a constant financial struggle with the College to keep the programs appropriately funded. He wanted to remind them of a breakfast at 8 AM on Friday the 23rd at the Keene campus. Chairman Eaton expressed his concern that it is a most important program for workforce training in the county, both for nursing and manufacturing. NHCTC is presently leasing about 8,000 square feet of property for the school but

it has quickly outgrown this space. Wozmak said there is some talk about purchasing some of 69 Island Street, but that the NHCTC has not done any needs assessments yet, does not have a permanent President, and, thus, the College is in flux.

Commissioner Pratt noted that the Commissioners will be holding their meeting at the HOC and he thought the committee would like to hear about Corrections Officers who had gone above and beyond the call of duty. Pratt asked Superintendent Van Wickler to talk about this. Superintendent Van Wickler noted that several times a year the officers are faced with suicide attempts. This happened several months ago and he will be awarding two life saving medals and four medals of valor. One officer is being mobilized to Iraq and the Commissioners wished to indicate their support. Additionally, there will be a promotion presented.

Chairman Eaton commended Rep. Butynski and the committee for bringing in an exceptional budget. There being no further business, at 7:36 PM, the meeting was adjourned.



Minutes approved by phone on April 3, 2007

Barbara Hull Richardson

MINUTES
Cheshire County Delegation Meeting
Monday, May 21, 2007 10 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Representatives Allen; Burridge; Butcher; Butynski; Dunn; Eaton; Emerson; Espiefs; Hunt; Johnson; Lerandean; Loll; Mitchell; Parkhurst; Richardson; Robertson; Sad; Weber; Weed; Commissioners Zerba and Pratt; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Eaton opened the meeting at 10 AM and he explained the reason for the meeting.

Rep. Butynski made a motion to increase revenue line #3915.00.00 (Transfer from Cap Reserve Funds) by \$232,605.00 and to authorize use of those funds by offsetting account line 4900.89.97 (Capital Improvement Riverbank Erosion) in order to satisfy Cheshire County's financial obligation regarding the Partridge Brook Emergency Streambank Protection Project, seconded by Rep. Dunn, discussion followed.

Commissioner Zerba explained that the process for the riverbank erosion project has been going on for about four years and the Army Corps of Engineers needs the funds from us in order to start the project. Administrator Wozmak explained that we need to send a check to them for \$232,605, which is in the capital reserves because we knew we would have to pay for 30% of the funding for the project and we have been putting the funds aside every year. We need a vote to take the money out of reserves. We need to know that the Delegation was still interested in the project. The ACOE needs the check tomorrow. The project is partly funded by the feds and 30% of the project funded by us.

Rep. Weed asked about the numbers because he remembers \$40,000 being used for the project. Administrator Wozmak explained that the ACOE spent \$40,000 to initiate design of the project. It was not funds we spent.

It was asked what about cost overruns for the project. Administrator Wozmak stated that there is a provision in the contract that it will not go forward if it is not within budget. He explained that he wanted to make sure that the Delegation is in consensus with the project, because this project has been going on for several years, through several delegations.

The size of the fill that was removed from the location during the storm several years ago was about 30' x 120'. Administrator Wozmak explained how he thought the restoration would be made.

Discussion ended and a vote taken, 18 for 0 against, motion passed.

JAIL UPDATE

Administrator Wozmak gave the Delegation a jail update. The land survey is complete. This week the environmental engineer will continue a survey to check five wells and do soil samples. We have to have the site cleared by the DES in the fall. We will be talking to the DOT about the type of traffic we expect and it will help determine what must be done to the roads. The heating system has not yet been decided. Rep. Butynski asked if we are going for LEED certification. Administrator Wozmak noted that we have received a list of the LEED certification requirements and we are

looking at what we can do. He will have a discussion with the engineers about this. Rep. Allen asked who would be responsible for road changes, Administrator Wozmak stated that we would. There were no further questions on the jail.

COURT UPDATE

Commissioner Pratt gave an update on the court meeting this afternoon. The city and the county are on the same page with our offer of the Latchis building for the District court. He explained that today's meeting is simply an exploratory meeting and the Delegation is not required to go, but of course, anyone interested may attend. The Latchis is considered structurally sound. Rep. Hunt stated that development of the building will need a parking garage. Commissioner Pratt stated that the city has agreed that a garage is needed. Reps Eaton and Hunt agreed that the Commissioners should advise the city that they should provide the county with parking at no cost. Rep. Weed noted that this is a good thing that the city, county, state and Delegation are all working well together.

PANDEMIC PLANNING/FACILITY ISSUES/WWTP

Administrator Wozmak reviewed several of the items listed on the budget memo, including pandemic planning, long term facility issues at Maplewood, the water treatment plant upgrade. He noted that in pandemic planning, the concern is not just avian flu but many possible disasters. There is already a plan for radioactive emergencies. He noted that the nursing home will need many updates and fixes. Rep. Butcher asked about looking at the future and whether the nursing home should be moved towards the center of the county, such as Keene.

Rep. Weed stated that he thinks the Delegation needs to consider making the county shoreline of the Connecticut River as a conservation district.

There being no further business, at 11:13 AM, the meeting was adjourned.



Minutes approved on June 14, 2007

Barbara Hull Richardson

MINUTES
Cheshire County Ex. Committee Meeting
Monday, May 21, 2007 11:15 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Representatives Allen; Burridge; Butcher; Butynski; Dunn; Eaton; Emerson; Espiefs; Hunt; Johnson; Lerandau; Loll; Mitchell; Parkhurst; Richardson; Robertson; Sad; Weber; Weed; Commissioners Zerba and Pratt; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Ex. Committee meeting opened at 11:15 AM. Chairman Butynski asked for the Commissioners to review the memo sent with the report. Director Trombly stated that both expenses and revenue are on target for the first quarter. She stated that she thinks that Deeds may run behind because of the housing market slowing. The number of occupied nursing home beds has increased. The Delegation budget is over budget because of the number of meetings we have had.

Chairman Butynski stated he would like to understand that the numbers will not become less. Administrator Wozmak stated that as long as we fill the beds with Medicare residents, and the state continues to underfund those beds, there will be a deficit. Administrator Wozmak noted that use of registry for nursing has been reduced by 90% since last year.

Commissioner Zerba noted that there is a meeting scheduled with the governor, the council and Commissioner Stephens. Rep. Hunt asked what the mix is of public and private pay. Director Trombly stated that it is about 75% - 25%, private pay rate is about \$225 a day. The county takes many of those that other nursing homes will not take.

Chairman Butynski noted that it would be helpful for him and others to get information on issues and their relationship between the county and the state.

There being no further business, at 11:30 AM, the meeting was adjourned.

Barbara Hull Richardson

Minutes approved on June 14, 2007

Barbara Hull Richardson

MINUTES
Cheshire County Delegation Meeting
Tuesday, May 29, 2007
Shortly before the lunch break
Representatives Hall, State House, Concord, NH

PRESENT: Representatives Burridge; Butterworth; Butcher; Butynski; Chase; Dunn; Eaton; Emerson; Hunt; Johnson; Leraudeau; Loll; Mitchell; Pelkey; Richardson; Roberts; Robertson; Sad; Weber; Weed

Meeting called to order for the purpose of voting on the riverbank project funds.

Rep. Butynski made a motion to increase revenue line #3915.00.00 (Transfer from Cap Reserve Funds) by \$232,605.00 and to authorize use of those funds by offsetting account line 4900.89.97 (Capital Improvement Riverbank Erosion) in order to satisfy Cheshire County's financial obligation regarding the Partridge Brook Emergency Streambank Protection Project, seconded by Rep. Emerson. Voice vote taken resulted in 20-0 for the motion.

There being no further business, at 12:30 PM the meeting was adjourned.

Barbara Hull Richardson

Minutes approved on June 14, 2007

Barbara Hull Richardson

Cheshire County Delegation Meeting
Thursday, June 28, 2007
Jury Assembly Room, Keene, NH

PRESENT: Representatives Allen; Burridge; Butterworth; Butcher; Butynski; Espieffs; Mitchell; Parkhurst; Richardson; Roberts; Sad; Weber; Weed; Commissioners Pratt and Rogers; Administrator Wozmak; Director Trombly; Ex. Asst. Warren

Meeting called to order at 7:15 PM for the purpose to discuss the LEED certification process.

Commissioner Rogers noted that the jail design committee has been meeting regularly. He stated that as indicated previously in the Commissioners letter, the Commissioners intend to work towards a LEED building without going for the certification. However, because of the nature and use of the building, it mitigates some of the LEED requirements.

Arthur Thompson from SMRT spoke about the certification. He stated that the LEED process establishes good guidelines for sustainability of the environments. The program breaks down the building into different uses. The certification process is basically maintaining paperwork. Arthur stated that part of the certification requires commissioning, which is oversight of the building after construction to ensure proper use of all requirements. Rep. Weed asked if there is any way of breaking out the amount of insuring the commissioning part of the certification, which everyone agreed seemed worthwhile. Arthur stated that it would be about \$30,000.

There was discussion on the work of the commissioning agent, who reviews the installation and performance of the work completed.

Peter Tremblay from MacMillin Company noted that there are additional cost components of the "Certification". The documentation, the project must be registered at the beginning and paperwork maintained. Construction management, which proves standards have been met. Registration costs, construction methods and cost savings are also included.

Rep. Weber moved that the Commissioners be directed to achieve in the design of the jail as many LEED points as reasonably practicable, together with independent enhanced commissioning, but not to seek actual LEED certification, seconded by Rep. Allen. Discussion followed. Roll call vote resulted in a 12 – 1 vote, motion passed.

Commissioner Rogers spoke about the Partridge Brook project. It was noted that we needed an additional \$35,000 for the project, above the \$35,000 already advised to the committee, for a total of \$70,000. The ACOE contacted us two days ago and advised us that our portion of the costs is now \$70,000. Commissioner Pratt spoke to the fact that there is a necessity to do this work, which is a result of the storm damage of several years ago in Westmoreland.

Rep. Weber moved to authorize use of \$70,000 of proshare funds for account line 4900.89.97 (Capital Improvement Riverbank Erosion) in order to satisfy the increase in Cheshire County's financial obligation regarding the Partridge Brook Emergency Streambank Protection Project, seconded by Rep. Weed, roll call vote resulted in a 13 – 0 vote.

Commissioner Pratt noted to the committee that a letter has been sent out to the employees because a union will be holding an election to bring a union to the nursing home.
Rep. Burrige noted that he saw some work being done at the Latchis, and it was explained that the building is being cleaned out to enable viewing.

There being no further business, at 8:50 PM the meeting was adjourned.



Minutes approved on July 26

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Farm Committee Meeting
Monday, July 9, 2007 7 PM
Keene Public Library, Keene, NH

PRESENT: Reps. Emerson, Johnson, Lelandeau, Allen, Dunn, Robertson; Commissioner Zerba; County Administrator Wozmak; Farm Manager David Putnam and Wendy Putnam. Individuals in attendance represented a variety of towns and occupations

The Farm Committee, a subcommittee of the Cheshire County Delegation, met July 9, 2007, at the Keene Public Library at 7 PM. The purpose of the meeting was to gather public input on the future of the County Farm in Westmoreland, specifically the dairy operation

The open discussion resulted in the following topics and suggestions:

1. Conservation easement
2. Financial accounting to show the more positive side of the dairy farm and its contributions
3. Pros and cons of inmate labor, therapeutic values and work ethic goal as well as costs
4. Use of the tillable land that is not growing food for stock, such as the experimental garden, and contributing more produce for use in the institutions and in the community kitchen
5. Better publicity inviting public involvement
6. Educational uses
7. Close affiliation with UNH and UNH Extension
8. Taking advantage of grants
9. Better use of timberland for profits
10. Respect for our heritage and the farm's value beyond dollars and cents

The majority of those in attendance were in favor of keeping the dairy operation and the farmland under the County's ownership. The majority favored the use of conservation easements on open land.

Representative Emerson announced a follow-up meeting to be held Thursday, August 8, 2007, at the Keene Public Library at 7 PM.

The purpose of the meeting will be to address the county-owned land, other than the dairy farm, in Westmoreland and Chesterfield.

The meeting adjourned at 8:40 PM.

Respectfully submitted,

Approved by email on July 12, 2007

Representative Jane B. Johnson

MINUTES
Executive Committee Meeting
Monday, August 13, 2007 7:00 PM
Jury Assembly Room, Keene, NH

PRESENT: Representatives Butynski; Eaton; Richardson, Robertson, Espieffs, Dunn, Emerson; Butcher, Mitchell, Plifka, Burrige, Johnson, Lerandean, Weber, Sad, Commissioners Zerba, Pratt and Rogers; Administrator Wozmak; Finance Director Trombly.

Chairman Butynski opened the budget review meeting at 7:02 PM.

Director Trombly to gave an overview of the second quarter budget. She explained that the budget is in good shape, both expense and revenue at +/- 50%.

Administrator Wozmak gave an explanation on some of the nursing issues and how they are handled by the nursing home. There was some discussion about census at the nursing home and HB 2 and its impact on the county.

Motion to adjourn was made, voted unanimously. At 7:30 PM the meeting was adjourned.

Barbara Hull Richardson

Minutes approved by phone Oct. 9

Barbara Hull Richardson

MINUTES
Delegation Meeting
Monday, August 13, 2007 7:30 PM
Jury Assembly Room, Keene, NH

PRESENT: Representatives Butynski; Eaton; Richardson, Robertson, Espieffs, Dunn, Emerson; Butcher, Mitchell, Plifka, Burrige, Johnson, Lerandean, Weber, Sad, Roberts, Commissioners Zerba, Pratt and Rogers; Administrator Wozmak; Finance Director Trombly.

Chairman Eaton opened the delegation meeting at 7:30 PM.

Motion made by Rep. Butynski to increase revenue line #3404.10.00 (State of NH Proportional Share Funds) by \$348,284 for the receipt of the State of NH Proportional Share Funds, and to authorize the use of Proshare funds by offsetting account lines as follows: Human Service Categorical Lines #4411.54, .55, .56, 56.01, 58. by a total of \$86,164; Increase 4900.89.97 Riverbank Erosion by \$70,000; Increase Capital Improvement Maplewood, account # 4900.89.11 by \$40,000; Increase MNH Legal, account # 4411.20.00 by \$25,000; MNH Outside Service, account # 4411.29.00 by \$27,000; and to apply \$100,120 to surplus account #3911.00.00. The motion was seconded by Rep. Mitchell. Upon a roll call vote, the motion was approved 14 Yeas to 0 Nays.

Motion made by Rep. Sad to increase account line 4900.97.34, Computer Capital Outlay, by \$30,000 and to expend those funds in order to enter into a lease/purchase agreement with Krono's to purchase a Scheduling, Human Resource and Upgraded Time and Attendance software program and to offset the 2007 lease payments by authorizing the use of the Capital Reserve funds that were set aside for this purpose. The motion was seconded by Rep. Emerson. Upon a roll call vote, the motion was approved by a vote of 16 Yeas to 0 Nays.

The Delegation was given an update on the jail construction planning project, the Army Corps of Engineers streambank protection project, the Latchis Theater/Keene District Court plan and the Union election campaign at the nursing home.

Motion to adjourn was made, voted unanimously. At 8:20 PM the meeting was adjourned.



Minutes approved by phone Oct. 9

Barbara Hull Richardson

MINUTES
Cheshire County Delegation Meeting and Public Hearing
Monday, Sept. 24, 2007 7 PM
Jury Assembly Room, Keene, NH

PRESENT: Representatives Burridge; Butcher; Butynski; Eaton; Espieffs; Johnson; Lerandean; Mitchell; Parkhurst; Plifka; Richardson; Roberts; Robertson; Weber; Commissioners Rogers and Zerba; Administrator Wozmak; Treasurer West

Public hearing meeting called to order at 7 PM for the purpose to discuss the CDBG project.

Before taking public testimony on the CDBG, Chairman Eaton recognized Treasurer West and allowed him to proceed first as a courtesy. The treasurer then explained the investment procedural error of not obtaining permission to invest excess funds as required by statute. **Rep. Butynski moved to authorize and ratify the actions of the County Treasurer with respect to the investment of the \$37 million jail bond funds, provided such funds remain accessible to meet necessary county obligations as determined by the County Commissioners and pursuant to NH RSA 29, Rep. Eaton seconded, a voice vote approved the motion unanimously.**

While distributing copies of the County's Housing and Community Development Plan (including the Anti-Displacement and Relocation Assistance Plan), the listing of CDBG eligible activities and the FY 2007 Income Limits table, Matt Suchodolski stated the following background information for Community Development Block Grants:

- NH receives approximately \$10,000,000 in CDBG each year; half is dedicated for Housing and Public Facilities and half is for Economic Development;
- Beneficiaries of these funds are individuals and households that are low and moderate income as defined on the handout;
- The County is eligible to apply for up to \$500,000 in each category (Housing/Public Facilities and Economic Development) per year. Tonight's proposal is for an Economic Development application on behalf of MEDC and the Tidland Company;
- We went through the same process back in December with the Trikeenan, SCS Headstart and Maplewood Water System proposals. At that time the Delegation approved the Housing and Community Development Plan (HCD) and the Anti-Displacement and Relocation Assistance Plan (RARA). While the approval of the HCD is valid for three years, the Delegation will have to re-approve the RARA prior to the vote to submit an economic development application;

Matt asked if there are any questions or comments. Following a representative's question, there was a discussion about job creation, the amount of the grant, whether there is a training program and machine tool education.

Matt introduced Mr. Victor Kissel of Tidland to explain the Business' need for the project; and Jack Dugan of MEDC to address his agency's role in the project (statement of 23 jobs per each \$20,000 of requested funding).

Jack Dugan conducted a question and answer session with concerned Delegation members. Jack Dugan explained the balance between the grant loan amount and job creation. There will be a minimum of 15 up to 23 jobs created. He also discussed how funds are allocated between Tidland, MEDC and SWRPC.

Prior to the Delegation Motion it was stated that a project such as this is supported in the HCD Plan as the second objective under economic development: to support the efforts of local and regional economic development corporations; to secure assistance necessary in order to retain existing industries help existing industries grow, and attract new companies to the region.

Rep. Parkhurst moved that the delegation authorize the Cheshire County Commissioners to apply for Community Development Block Grant funds in an amount up to \$500,000, to assist business expansion for Tidland Corp. through MEDC; that the County will accept the grant if approved, and will enter into a contract with the State of New Hampshire; and, further, that the County Commissioners are authorized to execute any documents that may be necessary for this project, and to approve the residential antidisplacement and relocation assistance plan, seconded by Rep. Espieffs, roll call vote passed the motion 13 - 1.

Rep. Johnson asked if a tour of Vermont Yankee could be set up for the Delegation. There was some discussion on the Vermont state funding for the site. Reps. Johnson and Butynski asked if the county administrator would set up a date for a tour of the plant.

The Delegation was updated on the status of the jail site.

There was a discussion on the district court location.

The Delegation was updated on the status of the union vote at the nursing home, which will be voted on Sept. 26.

The county's Moody's A-1 rating was discussed relative to the fund balance.

There being no further business, at 8:20 PM the meeting was adjourned.



Minutes approved on Oct. 18

Barbara Hull Richardson

MINUTES
Cheshire County Public Hearing on the 2008 Budget
Wednesday, Dec. 12, 2007 7 PM
Jury Assembly Room, Keene, NH

PRESENT: Representatives Espieffs, Parkhurst; Commissioners Pratt and Zerba; Administrator Wozmak; Director Trombly; Ex. Asst. Warren

Meeting called to order at 7:05 PM for the purpose of presenting the 2008 Commissioners Budget to the public and the Delegation.

Commissioner Zerba gave an overview of the 2008 budget. Without the jail bond the tax increase in the budget is 22.61% or \$3,298,509. With the jail bond, the budget increase is at 48.12% or taxes to be raised at \$21,612,134.

County taxes will go up approximately \$2.83 per \$1,000 of house value, or \$283 per \$100,000. The floor was opened for public comment.

Selectman Tom Parker from Fitzwilliam stated that he is amazed at an increase in budget of 48%. He does not understand the "ramping up" of hiring employees in preparation for the jail to be opened. He noted that the regional prosecutor costs too much and their town gets nothing from it. He stated the Commissioners have to go back and sharpen their pencils and not give everyone everything they want. He made this appeal on behalf of the public.

Westmoreland resident Dick Cate asked about the three quarter million for the water treatment plant, nothing has been done and where is the money? Administrator Wozmak noted that the funds are from the state revolving loan fund and will be drawn at the time it is needed. The wastewater plant is going to be studied. Mr. Cate asked about the increase in the Commissioners line. Director Trombly noted that it is for the grant writer and outside services.

He stated that he believes the county should be budgeting the proshare funds. Commissioner Pratt noted that the proshare funds were cut last year by 50%, and if we had budgeted the funds, we would have been \$300,000 in the red. Therefore the Commissioners have determined that the funds would be budgeted when received. Historically, most of the funds are used to reduce taxes to be raised. He noted that the state is making changes, which may result in the county paying higher human services costs.

County Treasurer Stu West stated that he doesn't think the borrowing funds should be done unless the appropriations are made, so borrowing in December is too early. The question will be discussed at the Executive Committee when next they meet.

There being no further business, at 7:45 PM the meeting was adjourned.



Minutes approved on Jan. 4, 2008

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, December 17, 2007 10 AM
33 West St., Keene, NH

PRESENT: Representatives Butynski; Burrige; Eaton; Hunt; Johnson; Leraudeau, Mitchell; Richardson; Weber; Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Butynski opened the Executive Committee meeting at 10:04 AM.

Commissioner Zerba gave an overview of the budget of \$36,783,292, which represents an increase of 18.96% over the 2007 adopted budget. Taxes to be raised are \$21,612,134, which is an increase of 48.12% over the 2007 Taxes to be raised. There was discussion on the interest on the jail bond and what funds the investments will give us and what will have to be returned to the IRS. Director Trombly noted that the jail bond will cost taxpayers \$46 per \$100,000 house valuation.

Chairman Butynski noted that he hopes to make some reductions in the proposed budget.

SHERIFF

The Sheriff gave an overview of the budget to the committee. He noted that the only change is a request for another position for a captain to be second in command in the department. There is still money in the budget left from grants from last year. The Sheriff noted that the prisoner van needs to be replaced.

He explained the various shooting ranges use by the department and bailiffs. Rep. Eaton asked about \$50,000 in the budget. Director Trombly explained that it is grant funds coming in. Rep. Eaton asked if someone covers the Sheriff's position if he were not available. The Sheriff noted that he needs someone who knows all aspects of the department and he needs to create a career path within the department. Administrator Wozmak noted that the workers comp costs will be reduced because of a new way of calculating at Primex. The Sheriff explained some of the changes that will be made in the court system, which will require additional bailiffs. The Sheriff noted that there is a card reader in the budget for security at the courthouse, which will allow courthouse personnel entry from other areas other than the front door.

Rep. Hunt asked about the expenditure for the card reader and he questioned the Commissioners as to whether or not they think it is needed. Commissioner Rogers noted that in order to enter from other than the front door a key is required. Rep. Mitchell asked about how many people have entered the building in the past five years that should not have entered. The Sheriff said there have been none. Rep. Burrige stated that he urges the card system be made available. Chairman Butynski asked the Sheriff to submit a budget that is down to only a 6% increase from last year.

DEEDS

Register Hubal noted that indexing and imaging in outside services is down because of the reduction in activity. Revenue is lower for the same reason. Her bottom line is reduced to \$525,311. Revenue is now projected to be down about 13% to \$750,000. She noted that there will be funds collected from the L-chip program that will be part of the deeds budget.

COUNTY ATTORNEY

Attorney Heed gave an overview of the budget, noting that he is trying to keep a handle on the budget. Each assistant in his office is averaging 120 new felony case files a year. Depositions, extradition and expert witness costs are areas he is trying to keep down. He noted that he is expecting all his assistants to have a cell phone available. He noted that a change will be that the state pays for the medical examiner to do an autopsy, we will only have to pay for the ME to go to sites where needed.

Rep. Allen asked if the county attorney invests in prevention. Attorney Heed noted that he is going out to make presentations to the public. Commissioner Pratt asked if the reduction of superior court judges had made an impact on his department. Rep. Heed noted that it has created problems with trials being postponed. He stated that his department has an issue with space. Chairman Butynski asked Attorney Heed to review his budget and bring it down from 9% to a 6% increase over last year.

DELEGATION

Director Trombly presented the Delegation budget. Administrator Wozmak noted that the mileage rate is .505. Chairman Butynski stated that he would cut the attendance fees down to \$6500 and postage down to \$300, total budget down to \$12,096. Rep. Eaton reminded the committee that they had previously voted to automatically adjust the mileage reimbursement to be the same as allowed by the IRS. Thus, no new vote was necessary.

COMMISSIONERS

There is an increase in the budget because of \$35,000 added for a grant writer. Outside services are increased because of grant funds to be received from the state for pandemic planning. Rep. Lerandeau noted that contracting the position would be better. Chairman Butynski noted that he is very supportive of the position being contracted and the funds added to outside services. The \$35,000 would be a wash because of the funds that would come in. Commissioner Pratt explained that an increase in legal fees is due to the union contract negotiations. **Rep. Lerandeau moved that \$36,509 be removed from the payroll and add \$30,000 to outside services, reducing the budget by \$6509, seconded by Rep. Allen, voted unanimously.**

Commissioner Pratt noted that 4130.37 is increased because of the human services legal issues with the state.

FINANCE

Director Trombly noted that one half time position was eliminated in her department. TAN sale services from the bank will have to be paid for now because the bank no longer offers this service.

OUTSIDE SERVICES

HCS

Chairman Butynski and Rep. Hunt noted that they may have a potential conflict with HCS.

Barbara Duckett reviewed the mission of HCS. Richard Olmstead spoke to the outreach department. They provide services, which enable people to remain at home. Rep. Mitchell asked how their budget is going and Rep. Hunt asked what is the percentage over budget. Richard Skeels stated that they will be over their budget this year because of community needs, \$75,000 for outreach and \$388,000 for homemaker services. A copy of their audit was distributed. Commissioner Pratt asked if the towns of Cheshire contributed to HCS budget. Susan Ashworth stated that all towns contribute except Dublin. She noted that the towns are advised of other funding sources. Chairman Butynski asked if HCS can make a cut in their budget.

MONADNOCK CENTER FOR VIOLENCE PREVENTION

Robin Christopherson noted that they pay \$513 a month for rent at the courthouse and ask for that amount for their budget and the balance of funds is put towards their budget. She stated that they are open 365 days a year, 24 hours a day. They provide emergency housing, and offer programs at schools. Chairman Butynski thanked them for their work and services to Cheshire County.

ACTING OUT

Linda Rubin reviewed the program, which works with the youth. There are about 75 kids involved with three troops. Ken Jue explained that Acting Out and Monadnock Substance abuse were separate agencies and it was an agreement with the state that they were to remain separated, once they were under MFS. They are also involved with students about 10 and above.

MONADNOCK SUBSTANCE ABUSE

\$5750 is the funding requested from Cheshire County, which is 1.6% of the total budget. They serve many who cannot pay for the services.

MFS

They are requesting \$79,757, which is level funding from 2007. Ken Jue stated that they served 5393 people, but see an increase of those who are underinsured. There are about 500 uninsured. Their services are available in multiple locations. The costs are about \$750,000 a year for 24/7 services. Rep. Richardson stated that she felt we should increase funding for the agencies.

COMMUNITY KITCHEN

Ann Davis stated that they provide hot meals five nights a week and Sunday afternoon. They serve about 120 – 150 individuals at a meal. They provide food to take home to tide them over. They are receiving less food from the wholesalers and are buying more food on a wholesale basis. The funds they received from us are not used for the food coalition, only for the community kitchen. Rep. Allen asked how many volunteer hours are given to the kitchen, Ann stated there are about 30,000 hours a year.

MDS

Carol Brown noted that the funding request is to keep their respite services going, which requires \$70,000. Last year they served 133 families, for about 2 ½ hours a week, along with state and Medicaid funding. \$15,000 is for summer camps for about 15 children.

FMA

Chief of Mutual Aid, Phil Tirrell explained the services provided by FMA. The county pays FMA six equal payments each year. The budget is established by 50% population, 40% property values and 10% capital.

There being no further business, at 3:05 PM, the meeting was suspended to meet on December 18 at 9 AM.



Minutes approved on Jan. 4, 2008

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Tuesday, December 18, 2007 9 AM
33 West St., Keene, NH

PRESENT: Representatives Allen; Butynski; Burridge; Eaton; Emerson; Hunt; Johnson; Richardson; Sad; Weber; Commissioners Zerba, Rogers and Pratt; Administrator Wozmak; Finance Director Trombly; Ex. Asst. Warren

Chairman Butynski opened the Executive Committee meeting at 9:05 AM.

ALTERNATIVE SENTENCING

Gerry Pelletier reviewed the year, having served 57 individuals in the ASP program, 25 graduated and 11 were noncompliant, 21 currently in the program. Total to date from 2001 to 2007 is 394 served, 272 graduated, 78 noncompliant and 26 active. Mental Health Court served 170 since its inception, 114 graduated, 27 noncompliant, 15 currently in the program (7 processed incompletely). For 2007, the MHC served 36, graduated 16, 2 noncompliant and 17 active. In checking recidivism, in the MHC he followed 27 individuals and following graduation there were 9 arrests; in ASP they followed 17 individuals and one year post program, 5 were arrested.

In discussing the budget, Gerry noted that outside services will possibly go over budget because it is unknown whether individuals going into the program will have insurance. Prescription drugs sometimes have to be purchased by the county for some of the individuals. He reviewed other items in the budget. Rep. Richardson asked if there is any follow up after the client is released. Gerry noted that they use community-based treatment programs to facilitate continuity of care upon discharge from our programs.

DEPARTMENT OF CORRECTIONS

Rep. Eaton spoke very highly to the committee about training provided by the Superintendent doing a safety training program on the management of aggressive behavior for the employees at the state house.

The Superintendent noted that medical costs are difficult to predict because he never knows what illness an inmate will have when they come into the jail. Rep. Eaton asked about the cars transferred to the DOC from the sheriff. Superintendent Van Wickler noted that he has often paid up to \$2700 for repairs when he receives an auto. The Sheriff gets rid of the cars once they are no longer safe to use.

Superintendent Van Wickler reviewed the design of the new building and the locations of the departments. He then reviewed the absolute minimum number of people to run the building.

A break was taken at this time to discuss the Treasurer's budget and to make a motion. **Rep. Eaton moved to authorize the Treasurer of the County of Cheshire, upon the request of the Cheshire County Board of Commissioners to borrow in anticipation of taxes an amount not to exceed \$20 million for the 2008 budget year, January 1, 2008, December 31, 2008, seconded by Rep. Weber, voted unanimously.**

The Superintendent then reviewed the staffing pattern analysis, which follows:

**Staffing Pattern Analysis
Shift Relief Factor of 1.61**

R.N. Van Wickler
October 2007

Why conduct a staffing pattern analysis?

- To prevent having TOO MANY staff
- To prevent having TOO FEW staff
- To prevent having the wrong kind of staff
- To prevent improperly assigned staff
- Ensure efficient scheduling practice

Comparisons

Current Facility

Officers	27
Administration	7
Support Services	.5
Medical Services	5
Correctional Supervisors	3
Total	42.5

34 New positions are required for the new jail
28 of which are correctional officers.

Modern Facility

- Officers 55
20 Direct supervision, 17 patrol/backup, transport officers/field services, 10 control, 5 booking 3 dietary officers
- Administration 9**
superintendent, executive assistant, secretary, safety and security, training, programs, classification, case mgr, receptionist
- Support Services 4
– 1 classification sgt, 1 property cpl
– 2 maintenance
- Medical Services 5
– 1 PA, 1 MHC, 1 RN, 2 LPN
- Correctional Supervisors 4
- Total 77

Shift schedule comparison

Current

- 6 Low / 11 High
- 4 low / 7 High

Proposed

12 low / 15 high

The building will increase in size by 313%
Staffing will increase by 70% under the proposed staffing pattern.

20 Direct Supervision Officers for 5 inmate living areas holding up to 222 inmates

- Direct Supervision of all inmate activity
- Respond to emergencies

- Respond to disturbances
- Supervise video visitation
- Write disciplinary reports
- Maintain facility cleanliness
- Deliver U.S. Mail
- Cell Searches
- Supervise Feeding
- Care, Custody and control

3 Shift Sergeants

Responsible for operational safety and security and Officer supervision.

1 Booking Sergeant

Responsible for booking continuity, AFIS processing, Electronic file maintenance, proper admission and release, supervise bail releases, manage detox, respond to medical emergency.

1 Classification Sergeant

NIC requirement is 1 classification officer per 100 offenders. Reclassification, interviews and counseling, court liaison.

17 Patrol Officers (Equates to two officers East, two officers West and 3 Field services)

- Back up for all areas of the institution
- Physical intervention
- Emergency response team
- Cell searches
- U.S. mail delivery from lobby to pods
- Medical escort / med call supervision
- Inmate escort
- Visitation
- Relief Officer
- Vehicle transports, field site checks, electronic monitoring hook ups
- Out building / perimeter security
- Lobby supervision
- Monitor loading dock
- Body searches

10 Control Room Officers (2 officers in central control 24/7)

- Electronic surveillance
- Control Perimeter and pod doors
- Monitor alarms
- Dispatch officers to areas in need
- Control / monitor all visitors in facility
- Answer phones and radio calls
- Liaison to emergency services

5 Processing area Officers (Equates to ONE officer in booking 24/7)

1 Property Officer

- Bookings / Releases
- Manage detox offenders
- respond to aggressive behavior
- suicide watches
- manage bail process
- liaison with local agencies
- AFIS processing
- Establish electronic file
- Back up medical department
- Secure / account for County and inmate property
- Process Court appearances
- Supervise interview rooms

2 Maintenance personnel

- Maintain physical plant - PMCS
- Respond to facility technical emergency
- Contact outside services when necessary
- Grounds maintenance
- Waste disposal
- Plowing

- Landscaping
- Fuels
- Generator

- Maintain vehicles
- Mechanical room

5 in Medical Services in addition to contract with DHMC

- 1 Physicians Assistant
- 1 Mental Health Coordinator
- 1 RN - Medical services coordinator
- 2 LPN's

Dietary By contract

Security Coverage for 1st and 2nd shift = 3 Officers

9 for Administration (2 additional positions)

- Superintendent
- Executive Assistant
- Secretary
- Safety and Security
- Training
- Programs
- Classification
- Case Manager {add}
- Receptionist {add}

Important notes

- This is the absolute minimum staffing scenario (13) in order to successfully achieve the correctional mission.
- This should not be considered the final staffing pattern analysis. It is an ongoing process.
- This scenario does not consider frequent inmate transports from the Keene location to Maplewood. This would require another three (but not necessarily correctional officer) positions.
- The 1.61 factor does not consider officer vacancy periods in its formula, which could trigger overtime hours to cover those situations.

There was discussion on the need to fill the positions and the length of time necessary in order to hire the number required. Commissioner Rogers explained that it is necessary to have the 10 correctional officers trained next year so that when the balance of 18 officers are hired, the 10 officers would be experienced enough to cover while the 18 are being trained.

There was discussion on the way visitors to the inmates are done. It was suggested that the Superintendent give the same presentation to the Delegation.

There being no further business, at 12:02 PM, the meeting was suspended to meet on January 14 at 9 AM.



Minutes approved on Jan. 4, 2008

Barbara Hull Richardson