

MINUTES
Cheshire County Commissioners Meeting
Wednesday, January 22, 2014 9:30AM
Administration Building
33 West Street, Keene, NH 03431

PRESENT: Commissioners Pratt, Rogers and Zerba.

STAFF: Finance Director Trombly, IT Director Hummel, County Administrator Wozmak, MNH Administrator Kindopp (Telephonically) and Assistant County Administrator (ACA) Bouchard.

At 09:34AM – Commissioner Pratt opened the meeting and recognized Administrator Kindopp.

Action Item #15: Administrator Kindopp presented a request to expend previously approved 2013 budget funds for the purchase of two (2) replacement bath tubs for the nursing home. She presented three (3) quotes;

Company	Tub	Price	S&H	Total
SMD (Connecticut)	Rane Atlantic Rane Victoria	\$11,500 \$10,837	will be quoted later	\$22,337 Plus S&H
EZ Able (Michigan)	Rane Atlantic Does not carry Victoria	\$11,999	free N/A	\$11,999 only 1 tub
Direct Supply (Wisconsin)	Rane Atlantic Rane Victoria	*priced in combination	free	*\$17,764.36

Following extended discussion, **Commissioner Rogers made a motion to authorize the purchase of two (2) replacement bathroom tubs for the Maplewood Nursing home for resident use from Direct Supply for a price not to exceed \$17,764.36. The motion was seconded by Commissioner Zerba and upon vote the motion passed unanimously.**

Action Expected: Item is now closed.

Action Item #14: Administrator Kindopp then presented a request to be authorized to expend previously approved 2013 budget funds for the purchase of a ceiling lift for the fourth (4th) floor bathroom that is currently undergoing major repairs. She stated that only one company (the manufacturer) has respond to the RFP. Kindopp then provided an overview of the different types of lifts in use at the nursing home and said that the lift being proposed was from the same manufacturer as the lift on the second floor. **The Commissioners asked a number of questions concerning its use and overall quality. Commissioner Zerba then moved to authorize the purchase of one (1) Arjo bathroom lift for a price not to exceed \$5,885.95. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

Action Expected: Item is now closed.

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Action Item #16. The Commissioners then discussed the hiring of a Physical Therapist for MNH. Administrator Kindopp said that this position has been unfilled for nine (9) years due to the extreme shortage of trained Physical Therapist and that they were very lucky to find someone who is interested in working at MNH. **Following a review of the background, training, and references of the candidate, Commissioner Rogers moved to authorize the hire of C.H. as a Physical Therapist at Maplewood Nursing home at a rate of \$30.00 per hour with a start date to be determined. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Action Expected: Item is now closed.

The County Administrator then provided his weekly overview of County activities and occurrences and reported on the results of the farm visit that he, ACA Bouchard, and Carl Majewski, the UNH Coop Extension Field Specialist for Food & Agriculture had made. Overall Wozmak said that the operations and condition of the farm seemed to be acceptable with the notable exception of a severe mold / moisture problem in the calving shed portion of the cow barn. A meeting with the person who originally designed the barn is being arranged to gain some insight on how to best handle the problem.

A discussion of the Maplewood Task Force progress started and Administrator Wozmak said that he and Task Force Chair Hoffman were ready to being working on a draft report in the next few weeks.

IT Director Hummel then presented his 3rd quarter 2013 review and submitted the following;

Overview & Security

IT implemented changes to Internet access policies that have reduced our exposure to viruses, malware, and cyber-attacks significantly.

By limiting general access to certain categories of sites, the number of *known* malware/virus downloads that were stopped before they got to county PCs has dropped to an average of 2.5/day. Malware can be on nearly any site, however (typically embedded in the ads). In the past 30 days, our OpenDNS filtering system has blocked 84 malware attack attempts that were on sites that can be accessed by users. Included in these sites are:

5 attempts	logmein123.com (Remote control software used by vendors)
2 attempts	dhortho.org (Dartmouth-Hitchcock orthopedics)

Malware that gets past OpenDNS and is stopped by the firewall has practically disappeared. The last incident occurred December 3, 2013 and was directed at someone's cell phone that was connected to our network.

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County Projects

1. Internet Connection Upgrade

Fairpoint has completed the installation and activation of new 20Mb fibre-based connections at 33 West, 12 Court, Maplewood, and the HOC. Fairpoint is currently collaborating with IT to implement the firewall programming required to integrate these connections with the county network.

2. Telephone Service Provider Conversion

Fairpoint is scheduled to install its PRI services at the HOC and Maplewood on January 22, 2014. First Choice (telephone contractor) is scheduled to test the circuits at that time.

Specifying phone sets to use in Keene after conversion to Centrex is ongoing.

3. Server Upgrades

We are configuring our servers to support the upcoming transition from Server 2003 (end of life) and the move to virtualization and replication. Servers to be virtualized include Keene, Maplewood, Kronos, HOC, and the MNH terminal server.

4. Windows XP Conversion

We are converting or replacing the remaining Windows XP computers in the county in anticipation of the April 1, 2014 end-of-life date.

5. Office 2010 Upgrade

We have deployed some test conversions and encountered problems with use of Access by end users. We have developed a new deployment plan that includes the preservation of Access database programs in current development by end users and will be scheduling the conversion shortly.

6. Re-IP County Network

Our program to re-IP the county network addresses is progressing. Remaining are the Sheriff/Dispatch PCs (requires coordination with Dispatch/IMC), vendor PCs (Honeywell), and non-PC equipment (security recorders, locks, etc.).

Maplewood

1. Maplewood Medical Cart Project

IT is currently running connectivity tests to ensure that the ECS application can maintain contact with the portable data terminals during deployment. Security programming is

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being developed to support deploying the terminals in the field with sufficient controls to protect the data and devices.

Sheriff/Dispatch

1. IPSEC Client Conversion

Conversion of remote users from SSL to IPSEC client is progressing. Users report improved usability and reliability of new connection type.

2. IMC Server/Failover upgrade

Currently waiting on grant results before proceeding with this initiative.

House of Corrections

1. Network Connection for Police Standards & Training

Configured and activated a dedicated fiber link infrastructure to support Police Standards & Training's use of the facility for a part-time police officer academy.

2. Electronic Prescription Service

Assisted with installation of electronic prescription service for HOC Medical.

3. Maintenance Work-Ticket System

Installed a server-based work-ticket system for the maintenance department. (It is patterned after the system recently installed at Maplewood.) We are currently configuring the system to meet the needs of the jail.

Finance

1. ECS Accounts Payable Upgrade

ECS finance upgrade package installation to be installed and coordinated with the vendor and users. This requires a short black-out period for ECS to create a system backup and allow for installation. Currently working on the backup/restore strategy prior to making changes.

Director Hummel was asked a number of questions by the Commissioners concerning the resources available to complete the work list and specifically inquired about the number of applicants for the pending FTE position being added to IT. Hummel said that thus far he only received two (2) applications. Sources for candidates were discussed and Director Hummel will follow-up on the suggestions that were discussed.

The discussion then turned to the temporary movement of the County Attorneys staff from their current location in the basement of the courthouse up into the space recently vacated by the State Marital Courts. The move is being requested to improve safety and

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security for County Attorney personnel as well as the Monadnock Center for Violence Prevention staff who also share the basement space. ACA Bouchard provided a quote from an electrical contractor of \$4,000.00 to provide network data and phone wiring into the space. Director Hummel stated that he believes that he with the assistance of FairPoint, the County Facilities staff, and the IT department, can provide the phone and data connections for between \$2,700.00 and \$3,000.00 by reusing existing wiring and used networking equipment. He said that the biggest problem that they may face is that the wiring may have to be completely replaced as the condition of the existing network cables is unknown. **After a protracted discussion, Commissioner Zerba moved to approve an amount not to exceed \$4,000.00 for the IT department to arrange to provide data and phone wiring in the vacant space for the purpose of moving the five (5) County Attorney personnel from their present basement location to the open space on the first (1st) floor adjunct to the rest of the County Attorney staff. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

A discussion of the feasibility and cost of installing a resident / vendor / public access WI-FI network at Maplewood was taken up. Director Hummel had been asked to investigate the cost of providing a completely separate network for this purpose as the use of the County network is not recommended due to cybersecurity issues and HIPAA regulations concerning data security and network accessibility. Hummel reported that to install a new network throughout the nursing home and assisted living wing, the projected cost would be approximately \$70,000.00 based on the recently completed installation of the wireless med cart network. It was agreed that the cost was prohibitive and that other options would need to be explored.

ACA Bouchard then discussed the possible installation of a building wide Cell Signal amplifier that could provide phone and data access to phones and tablets in the building and could optionally be used by computers with local “hot spot” hardware. Bouchard will investigate the cost and complexity of this option and will report back to the Commissioners when more data is available.

Action Item #2: Administrator Wozmak then discussed the RFP that was presented to the Commissioners last week for review for the assessment and possible disposition of the Blood Farm. The Commissioners provided feedback on the document and the approach to the gathering of the needed information that needs to be presented to the delegation was discussed. **Commissioner Rogers then made a motion to accept the Blood Farm RFP as presented and to approve the publishing of the RFP. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Action Expected: Item remains open until conclusion of work.

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Action Item #12: Finance Director Trombly then presented a letter from the Centers for Medicare and Medicare Services (CMS) that re-authorizes Administrator Kindopp as the primary official for the Maplewood Nursing Home. **Commissioner Zerba moved to authorize the submission of the letter as presented and was seconded by Commissioner Rogers. Upon vote the motion passed unanimously.**
Action Expected: Item is now closed

Action Item #13: Trombly then presented a letter to engage Vachon-Culkay for the 2013 financial audit for the County. **After a brief discussion Commissioner Zerba moved to authorize retaining Vachon-Culkay for the 2013 County audit. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**
Action Expected: Item is now closed.

The Master Item Agenda list was then reviewed:

Action Item #11: The Commissioners again reviewed a comparative list of the salaries for all county elected officials using information gathered by the New Hampshire Association of Counties. Further discussion and the preparation of recommendations to the delegation will follow in the next few weeks.
Action Expected: Item remains open until recommendation to delegation is completed.

The remaining open action items were reviewed no change in status was noted from the previous week's report.

The commissioners reviewed the census.

Commissioners reviewed the manifest and **Commissioner Rogers moved to accept the manifest the motion was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

The Commissioners then reviewed the minutes of January 15, 2013 and Commissioners Zerba moved to accept the minutes as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.

The Commissioners calendar was reviewed and two (2) changes were made to the meeting schedules. The meeting of February 19th was moved from 33 West Street to Maplewood Nursing Home and the meeting scheduled for February 26th was moved to February 27th to accommodate an inspection tour of the Green House nursing facility in Chelsea MA by the Commissioners and Maplewood Task Force members.

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ACA Bouchard will publish and distribute the update calendars and will post the changes on the Commissioners web page.

<http://www.co.cheshire.nh.us/Commissioners/index.html>

At 11:49AM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Zerba and upon vote the motion passed with unanimously.**

Respectfully Submitted,
R Zerba, Clerk