

MINUTES
Cheshire County Commissioners Meeting
Wednesday, March 12, 2014 9:30AM
Department of Corrections
825 Marlboro Road, Keene, NH

PRESENT: Commissioners Pratt, Rogers, and Zerba.

STAFF: County Administrator Wozmak, Director of Finance Trombly, HR Director Hurley, Sheriff Rivera, Director of Communications Crowell, Department of Corrections Superintendent Van Wickler, and Assistant County Administrator (ACA) Bouchard.

At 09:30AM – Commissioner Pratt opened the meeting and recognized Administrator Wozmak who presented the weekly operational recap.

- Administrator Wozmak said that the RFP deadline for the Blood Farm was March 7th and that two proposals had been received. Wozmak then asked if the Commissioners and/or delegation members would serve on the RFP review committee. Following a short discussion, the Commissioners said that neither the Commissioners nor the Delegation members should be on the review team. They said that the staff should vet the applications and bring back recommendations to the Commissioners which would then be discussed and reviewed before making a recommendation to the Delegation. Wozmak said that he will report back to the Commissioners when a recommendation has been crafted.
- Wozmak then discussed the investigation of a backup emergency generator for Maplewood and said that upon investigation it was learned that the size of the generator would need to be nearly the same size as the existing generator due to the interconnectedness of the electrical circuits in the building. He recommended that any further activity on this project be postponed until a plan has been accepted for the rehab of the building.
- He then discussed the Maplewood Task Force visit to the Foxhill Green House in Westwood MA, and provided an overview of the facility.
- He then reported that the presentation by Mindy Cambiar of the 100 Nights Shelter had resulted in a conversation with one of the Delegation representatives who may offer a resolution at the March 17th Delegation in support of providing some funding for the shelter this year.

Human Resources Director Hurley was then recognized and she presented the following report to the Commissioners:

Human Resources Department - Quarterly Status Report

The HR department meets weekly with the Director of Nursing to discuss any employee issues or concerns, as well as the Union President on an “as needed” basis.

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HR has been advertising, interviewing and working with Dept. Managers on following positions:

Open Positions

Maplewood Nursing Home

- 3 Full Time LNA positions available 11-7
- 1 Full Time RN or LPN 11-7
- 1 Full Time Transportation Aide LNA
- 1 part time 8/hrs. week Activity Aide LNA

Grants Department

- Case Manager starting employment in 2 weeks

Information Technology Department

- IT Specialist starting employment on 3/18/14

New Hires

The HR department has met with the following new hires throughout the County to implement new hire paperwork and benefits.

15 New Hires in January

- 2 – Grants Dept
- 3- HOC
- 8-MNH
- 1-Facilities
- 1-Assisted Living

8 New Hires in February

- 1-County Attorney
- 1-HOC
- 6-MNH

Terminations

HR has been notified of the following terminations, which have taken place throughout the County.

10 Terminations in January

- 1-County Attorney – Voluntary Termination
- 5-HOC – Voluntary Terminations
- 4-MNH -

2 Terminations in February

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- 1-HOC – Involuntary Termination
- 1-MNH- Involuntary Termination

Job Fairs

HR will be attending the Keene Monadnock Job Fair at the Best Western on March 25, 2014.

HR Projects

HR will be working with Primex Representatives to coordinate a “Harassment in the Workplace” training. This training will be available to all staff through an on-line presentation or in-house training.

The Commissioners asked a number of questions concerning staffing retention, recruiting, and open positions. A discussion about sources for nurses began and Administrator Wozmak and Director Hurley reviewed the relationship that the County has with the nurse training programs at River Valley and Keene State colleges.

The Commissioners then thanked Director Hurley for her report and began a review of the Master Item Agenda. No additions were made to the agenda items.

Sheriff Rivera then presented his request for the Commissioners to accept funds from the State of New Hampshire Department of Safety “for the cost of emergency preparedness against those nuclear facilities whose power plant Emergency Planning Zones (EPZ’s) affect the State of New Hampshire”. (Vermont Yankee).

This has been an annual funding event to assist local agencies in offsetting the costs for the planning and conducting of exercises in case of a nuclear breach or accident. The funding is specifically targeted for:

- Maintenance of Facilities
- Purchase of Equipment
- Exercise, Meeting & Training Participation
- Supplies and Services
- Planning and Administration

The request from the Sheriff’s department is for \$88,067.45 primarily for the construction of two (2) radio communication towers in the affected zones.

Following discussion **Commissioner Rogers moved to authorize the receipt of funds from the State of New Hampshire Department of Safety for the purpose of emergency preparedness against those nuclear facilities whose power plant Emergency Planning Zones (EPZ’s) affect the State of New Hampshire. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

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Administrator Wozmak and Director Hurley then presented a request to hire M. P. as a per-diem nurse for Maplewood Nursing Home at a rate of between \$27.00 - \$30.00 depending on the job function / work assignment that is performed. **Following review of the candidates resume Commissioner Zerba moved to hire M. P. as per-diem nurse for between \$27.00 - \$30.00 based on the job function or work assignment that performed. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

The Commissioners reviewed the census.

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

The Commissioners then reviewed the minutes of March 05, 2014 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 then reviewed and no changes noted.

The Superintendent Van Wickler then discussed an issue with an inmate that he wanted to make the Commissioners aware of as he has asked for the inmate to be assigned to electronic monitoring outside of the normal parameters due a medical issue. He went on to say that the number of inmates now on electronic monitoring (EM) is twenty-seven (27) and will be approximately thirty (30) by the end of the week. The use of EM by the courts is growing quickly as an alternative to incarceration.

At 10:32AM there being no further business to discuss, **Commissioner Zerba moved to adjourn the meeting. The motion seconded by Commissioners Rogers and upon vote the motion passed unanimously.**

Respectfully Submitted,
R Zerba, Clerk