

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, April 2, 2014 9:30AM**  
Administration Building  
33 West Street, Keene, NH

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**PRESENT:** Commissioners Pratt, Zerba, and Rogers

**STAFF:** County Administrator Wozmak, Director of Finance Trombly, Alt. Sentencing Director Potter, Grants Manager Desrosiers, and Assistant County Administrator (ACA) Bouchard.

**At 09:32AM** – Commissioner Pratt opened the meeting and recognized Grants Manager Desrosiers who presented four (4) grants for consideration.

The first grant request is to submit a request for the Cheshire County Conservation District to the USDA to support the Farm to School Grant Program FY2015. The amount of requested grant is \$100,000 for one year with an allowable 10% admin. Following review and discussion **Commissioner Rogers moved to authorize submission of a grant for the Cheshire County Conservation District for the Farm to School program for fiscal year 2015 in the amount of \$100,000.00 with a 10% administration fee. The motion was seconded by Commissioner Zerba and upon vote passed unanimously.**

The second request is to submit a grant for the County/All Towns/ Fire Departments/ EMS/ PD and public sites for the purpose of supplying the agencies with Automated External Defibrillator (AED) equipment. The grant is funded by the Department of Health and Human Services and is for \$150,000 per year for 3 years. No match is required and a 10% admin fee is allowable.

The Commissioners asked a number of question concerning eligibility requirement for the various towns and departments and learned that anyone who qualifies under the category of being a public department or site would be covered. **Commissioner Rogers then moved to authorize the submission of a grant to the Department of Health and Human Services for \$150,000.00 per year for a three (3) year period for AED equipment for all County, Town, Fire, EMS, Police, and public buildings with the proviso that no match is required and a 10% administration fee is allowable. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The third request was for a submission to renew a grant for the Monadnock Regional Coordinating Council for Community Transportation (MRCC) / RCC Regions 5 and 6) to be able to continue the NH DOT, 5310 Purchase of Service which provides transportation to and from medical sites for residents who may not drive or face other difficulties in mobility. The grant is for \$114,849 with 5% admin allowable. Following a short review of the program **Commissioner Rogers moved to authorize the submission of a grant renewal to the NH DOT for the benefit of the Monadnock Regional Coordinating Council for Community Transportation (MRCC) / RCC Regions 5 and 6) to be able to continue the NH DOT, 5310 Purchase of Service program in the amount of \$114,849.00 with a five percent (5%) administration fee allowable. Commissioner Pratt seconded the motion and upon vote the motion passed with Commissioners Pratt and Rogers voting Yea and Commissioner Zerba abstaining.**

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The forth grant request was for the County of Cheshire's Mental Health Court for a grant from Substance Abuse and Mental Health Services Administration (SAMHSA) for 50% funding from Center for Mental Health Services and 50% from Substance Abuse Treatment for a total of \$348,142.00 per year for up to four (4) years with no match required and a 10% allowable administration fee. The Commissioners asked a number of questions concerning the use of the funds and the differences between the current Mental Health Court program and the new Drug Court Program. **Following an extended review, Commissioner Zerba moved to authorize submission of a grant in the amount of \$348,142.00 per year for up to four (4) years with a grant from Substance Abuse and Mental Health Services Administration (SAMSHA) that requires no matching funds and has a 10% allowable administration fee. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

Administrator Wozmak was the recognized and presented the weekly operational recap.

- Administrator Wozmak discussed Dementia training being held at Maplewood on April 18<sup>th</sup>.
- Wozmak then discussed an RFP that has been prepared for the old courthouse renovations and reviewed the language with the Commissioners. A discussion began of which offices were moving and a general timeline for renovations was covered.
- Wozmak then reported that the interviews for RFP for the Blood Farm was to take place following the meeting and that Commissioner Rogers would be participating in the interviews.
- Wozmak reviewed the press release that was prepared for the grant from the Hemenway Fund for \$5,000.00 to Hundred Nights Shelter.

At 9:57AM the Commissioners recognized Administrator Kraus of the Assisted Living Facility and she provided the following quarterly report.

**Assisted Living Quarter Update 3/31/14**

1. Census: Our census been consistently down, we have recently rented two (2) apartments bringing our total census to 17 occupied unit out of 20. We have been advertising our open apartments in the local newspaper and have reached out to home health care, case managers, and other agencies in the area for referrals when applicable. Most applicants that are applying for the Assisted Living Facility (ALF) need a higher level of care than we can provide. From speaking with other ALF Executive Directors this seems to be trend in the area and not unique to Maplewood Assisted Living.
2. Staffing trends: During the first quarter our staffing trends have showed significant improvement. Last year we were down multiple part-time positions that were very hard to hire for. Our department is currently fully staffed, decreasing our use of agency staff and over time.

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A discussion began of the difficulty in filling the remain units and Administrator Kraus said that she has had to turn some potential residents away recently because of dementia related issues whose needs cannot be met by the ALF staff. She also covered the advertising tools being used to attract potential residents and discussed the problems that she encounters in drawing some potential residents because of the rural location of the facility in Westmoreland. A discussion then began about providing a wider variety of activities for the ALF residents that would include regularly scheduled trips to Keene for shopping, lunches, and other events. Also discussed was bringing in more on-site activities just for the ALF residents.

During the discussions Administrator Wozmak brought up the topic of looking at renewing a volunteer coordinator position for the County facilities to help improve the level and quality of the events for the jail, nursing home and assisted living. Wozmak said that there are over a hundred volunteers currently and more could be recruited if there were a single point of contact available for scheduling, orientations, opportunity awareness, programing etc. Following an extended discussion the Commissioners asked that a Master Agenda item be added to next week's agenda to discuss the feasibility and advisability of adding a volunteer coordinator position.

At 10:30AM the Commissioners thanked Administrator Kraus for her report and then began moved to the remaining agenda items.

The Weekly Census was then reviewed and the growing number of inmates on electronic monitoring was noted as well as the increase in federal inmates and the growth and stable levels of the nursing home population.

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

**The Commissioners then reviewed the minutes of March 26, 2014 and Commissioner Zerba moved to accept the minutes as amended. Commissioner Rogers seconded the motion and upon vote the motion passed with unanimously.**

The Commissioners calendar was then reviewed and no changes noted.

Two additions were made to the agenda items for next week.

At 11:24AM 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