

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 14, 2014 9:30AM**  
Maplewood Nursing Home  
201 River Road  
Westmoreland, NH

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

**STAFF:** County Administrator Wozmak, Director of Finance Trombly, Grants Manager Desrosiers, Safety Officer Fortner, HR Director Hurley, MNH Facilities Manager Harrison, Register of Deeds Tilton, and Assistant County Administrator (ACA) Bouchard.

**At 09:30AM** – Commissioner Pratt opened the meeting and recognized County Administrator Wozmak for the purpose of providing the weekly operational update.

Wozmak discussed the \$20,000.00 set aside for the study of a new Sheriff's Dispatch center and reviewed the options of working with the city on a joint project and of conducting an independent review of the current operations. Following discussion it was decided that Administrator Wozmak would contact the city manager to gauge the city's interest in a joint review.

Wozmak then addressed a Medicaid issue at the Maplewood Nursing home that may cause the County to facilitate a divorce proceeding on behalf of the resident in order to obtain Medicaid funding. Discussion began about the advisability of pursuing such an action and concern was expressed that the situation could set a precedent. After a thorough review of the circumstances and options the Commissioners unanimously approved having the Administrator move ahead in assisting the resident. The Administrator will keep the Commissioners informed of progress and/or impediments in the weeks ahead.

Wozmak then discussed the Delegation Farm Committee that is being restarted and reviewed some of the agenda items that will be discussed including the current farm lease, the old jail building, and the possible disposition of the Blood Farm. Following discussion, it was determined that Commissioner Rogers would attend the meeting with the staff.

Wozmak then discussed the revised RFP that is being prepared for the renovation of the old Courthouse. He discussed the complexities that were uncovered during the initial walkthroughs with a number of contractors and said that it quickly became apparent that a construction manager would be needed to work in concert with the architect in order to complete the job on-time and within budget. Following discussion the Commissioners reviewed and approved of the revised RFP language and authorized the Administrator to move forward with the new project plan.

Commissioner Pratt then recognized Safety Officer Fortner for the purpose of presenting her quarterly County Safety / Risk Management report.

**Summary of current and on-going projects for the 1st quarter of 2014**

- Review of emergency lighting at 33 West St building, adding lighting where needed, upgrading existing lighting and currently working on an inspection program to bring testing and maintenance into compliance with life safety code.

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- Completed the “Schedule of Insured”-annual review of all vehicles, buildings, etc. to submit the schedule of insurance for renewal of insurance coverage with Primex.
- Processed 12 workers comp claims. 5 HOC, 1 Atty., 4 Nursing, 1 Environmental Services, 1 Social Services with a total of 24 days out of work and 59 days of light duty tasks.
- Writing policies and procedures as the final step to establishing a closed POD for all County Keene employees.
- (Point of Dispensing where County employees would be given medication from the Strategic National Stockpile in the case of an outbreak, epidemic or pandemic)
- Preparing for the Center for Medicaid Services adoption of the 2012 Life Safety Code this year. Involves meeting new requirements for emergency preparedness including updating the hazard vulnerability assessment tool, completing the Cheshire County Hazard Vulnerability assessment, ensuring continuity of operations and extensive staff training.
- Planning and preparing for the 2014 Cheshire County Employee Health Fair. Involves contacting all vendors, verifying their attendance, space planning, advertising and working with the committee to ensure current health and safety topics are covered at the health fair
- Preparing for the required 2014 tabletop drill at MNH scheduled for May 27th. Involves determining what our greatest current risk is, planning the drill based on facts and history, scheduling and facilitating the drill for each position, compiling the results and making changes to existing policies or creating new policies, if necessary. If any changes are made or any new policies/procedures created then the entire staff must be trained on the changes.
- Prime 3 Risk Management Program and Benchmarks: Preparing for the new Primex benchmarks that will be introduced in July. Based on our current history “Slips, Trips and Falls” seems like the likely benchmark. Currently reviewing 2013 history of slips, trips and falls including non-workers comp incidents as well.
- Conducted 5 “Internet Safety” training classes for cybersecurity awareness to support HIPAA Security. Training will continue until all employees who use the internet at work have taken the class. Have also been scheduled to teach this class for Primex at the NH Roundtable Meeting in November.

The Commissioners asked a number of questions concerning Workers Compensation claims and a discussion of the overall safety record of the County was reviewed. It was learned that the County has been consistently at the top of the insurance companies peer ranking and ratings for the lowest number of work related injuries and claims due to the programs that have been put in place and managed and monitored over the years.

The Commissioners thanked Fortner for her report and commended her for her good work.

Grants Manager Desrosiers was then recognized for the purpose of providing a quarterly update on the Grants program. Desrosiers provided the following information for the quarter.

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FUNDER	APPLICANT	AMOUNT	ADMIN	EFFORT	START DATE	END DATE
Bullet Proof Vests	County Sheriffs Office	\$ 1,101.98	Not Allowed	MINIMAL	10/03/13	8/31/2015
Bullet Proof Vests	CCSO and HOC	\$ 1,512.00	Not Allowed	MINIMAL	04/01/12	8/31/2014
NACCHO	GMMRC	\$ 3,500.00	\$350.00	MINIMAL	01/01/14	no end date
NACCHO	GMMRC	\$ 4,000.00	supplies	MINIMAL	01/05/13	no end date
Operation Safe Commute	County Sheriffs Office	\$ 4,212.00	Not Allowed	MODERATE	10/01/13	9/30/2014
NACCHO	GMMRC	\$ 5,000.00	supplies	MINIMAL	12/20/11	no end date
NACCHO	GMMRC	\$ 7,000.00	\$700.00	MINIMAL	02/27/13	no end date
Community Health InstituteDPHS	GMMRC	\$ 10,000.00	\$ 1,000.00	MINIMAL	02/12/14	no end date
Community Health InstituteDPHS	GMMRC	\$ 10,000.00	\$ 1,000.00	MINIMAL	09/01/13	no end date
BJA-Byrne Grant	CCSO and KPD	\$ 13,148.00	Not Allowed	MINIMAL	07/12/12	09/30/14
DOJ-EUDL Grant-2012	Sheriff's Office	\$ 17,000.00	Not Allowed	MODERATE	06/20/12	09/30/14
NH Charitable Foundation	Monadnock Collaborative	\$ 21,928.00	\$2300.00	INTENSIVE	07/01/13	06/30/14
DOJ- RSAT II	CCHOC	\$ 20,000.00	Not Allowed	MINIMAL	01/29/14	06/30/14
DOJ- RSAT (MLADC-13.5 hr/wk)	CCHOC	\$ 20,000.00	Not Allowed	MINIMAL	01/01/13	06/30/14
EMPG	Sheriffs Office	\$ 23,263.50	Not Allowed	MINIMAL	When Signed	
Dept of Justice- NH, Victim Witness	County Attorney's Office	\$ 26,500.00	Not Allowed	MODERATE	07/01/13	06/30/14
VAVVA: Domestic Violence Prosecutor	County Attorney's Office	\$ 30,000.00	Not Allowed	MINIMAL	01/01/14	12/31/14
USDA	Conservation District	\$ 62,422.00	\$5,675.00	MINIMAL	10/01/12	09/30/14
5310 DOT	RCC- Transportation	\$ 119,921.00	\$5,996.00	MODERATE	07/01/13	06/30/14
5310 DOT	RCC- Transportation	\$ 109,107.00	\$5,742.00	MODERATE	07/01/14	06/30/15
DHHS/DPHS	PH-RN Grant	\$ 320,236.00	\$16,375.00	MODERATE	07/01/13	06/30/14
BJA/DOJ- Drug Court	County	\$ 350,000.00	\$17,499.00	MODERATE	10/01/13	09/30/16
Homeland Security Grant- Repeater Project	Troy, Fitzwilliam, Alstead, Dublin, Sheriffs Office, Marlborough	\$ 384,813.00	Not Allowed	MINIMAL	01/02/13	08/31/14
CDBG- SWRPC Mgs	Brookbend East	\$ 500,000.00	\$ 5,000.00	MINIMAL	10/20/11	06/30/14
DHHS-BDAS	KFPU-KSC-MVP	\$ 571,617.00	\$35,724.10	MODERATE	11/04/13	06/30/15
SAMHSA- Drug Court	County	\$ 974,926.00	\$ 75,000.00	MODERATE	08/01/13	07/31/16
Homeland Security Mobile Command Post Trailer Upgrade	Sheriffs Office	\$6,065.00	Not Allowed	MINIMAL	03/31/14	08/31/15
<b>TOTALS as of 2/2014</b>		<b>\$3,617,272.48</b>	<b>\$172,361.10</b>			

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<b>Cheshire County Grant Count Landscape 2014</b>				
	Count	Percentage Count	Amount	Percentage Amount
Grants w/ Allowable Admin	15	\$ 0.56	\$3,069,657.00	85%
County Grants	13	\$ 0.48	\$1,487,728.48	41%
Non-County Grants	14	\$ 0.52	\$2,129,544.00	59%
Federal Grants	25	\$ 0.93	\$3,565,344.48	99%
Non-Federal Grants	2	\$ 0.07	\$ 51,928.00	1%
			\$3,617,272.48	
<b>Pending Grants as of 4/2014</b>				
Funder	Applicant	Amount	Admin	Outcome Date
DOJ- bullet proof vests	CCSO	\$ 880.00	0	9/1/2014
DOJ- bullet proof vests	DOC	\$ 600.00	0	9/1/2014
DOJ-0JP/Second Chance Act	County of Cheshire for services at DOC	\$ 600,000.00	10%	10/1/2014
SAMHSA	County- MH Court	\$1,392,568.00	10%	10/1/2014
HRSA	AED Grant	\$ 450,000.00	10%	8/30/2014
USDA	Farm to School	\$ 100,000.00	5%	10/1/2014
SAMHSA-Systems of Care	Mental Health/SUD Providers/Schools/Hosp <i>Fast Roads</i>	\$ 300,000.00	10%	10/1/2014
<i>FCC - Expression of Interest</i>		\$8,423,456.00 <i>not included</i>	unk	Fall 2014
<b>TOTAL</b>		<b>\$2,844,048.00</b>		

Desrosiers then discussed the 2014 Grants Goals and presented a Grants Checklist for managing grants within the County.

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**COUNTY OF CHESHIRE GRANT DEPARTMENT 2014 GOALS**

<b>Completed</b>		<b>Goals</b>
<b>Yes</b>	<b>No</b>	
DOT 5310, Bullet Proof Vests		Maintain current grants- all those available for renewal
Currently pending \$2.8 m		Increase grant revenue by \$750,000
Done		Resolve to develop grants criteria for our department.
Farm to School for CCDC		Resolve to request a copy of reviewers' comments and resubmit one rejected proposal.
Trying...hard to do when you are being so responsive to grant announcements		Resolve to plan ahead.
Done		Resolve to create a grants calendar.
	No time	Resolve to read at least one book about grantsmanship.
Webinars- yes Drug court conference end of May	Grant conference Oct 15-18	Resolve to attend one conference or several webinars about grants.
As a consultant- yes, not locally		Resolve to become a grant reviewer for at least one grant competition.
Yes- SIMS grant wasn't awarded; Working with Staff to understand community and responses; Many community collaborative projects already this year		Resolve to create a department where grant professionals can share successes AND failures.
	<i>Outside of 3-5 day window</i>	Resolve to submit all proposals three to five days before the deadline.

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Staff did this to help CCDC with Farm to School...needs to become a regular practice		Resolve to read at least three funded proposals written by other grants professionals.
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The Grants Review Worksheet was then discussed:

**Checklist for Grant Approval prior to Final Presentation to Commissioners**

X	Criteria	Explanation (if any)
	Meets County Mission/Goals	
	Fills a gap or need (not duplicative of other projects)	
	Collaborative in nature	
	Dept./Agency has capacity to implement	
	If personnel, has Finance been consulted for accurate fees	
	If personnel, will contract be in place at hire	
	Will require in-kind from the County? If so, who/what?	
	Meets 10% administrative cost policy	
	Letters of Support and Attachments provided	
	Been reviewed by Grants Manager	
	Review shown to Commissioners one week prior to vote	
	<b>County Grant:</b>	
	Match covered in approved department budget	
	If equipment, has IT been consulted	
	If equipment, is maintenance covered now and in future	
	Are roles clear for reporting purposes	
	<b>Community Grant:</b>	
	Match covered by agency	
	MOU's signed regarding ownership/maintenance of equip	
	Working Agreement has been shared (or signed) by agency	

Cyndi Desrosiers, Grants Manager

Date

If Grant Awarded:

X	Task	Date
	Create Press Release	

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	Get account numbers for grant from Sheryl	
	Create financial records for Misty	
	Advertise position/s with HR	
	Develop contract/s for any employees	
	Get tag numbers on any equipment purchased from IT	

Desrosiers then presented a renewal for a \$20,000.00 grant for Monadnock Voices for Prevention in Keene. After a number of questions regarding the use of the grant funds and the administration of grants in general, **Commissioner Zerba moved to authorize the submission of the grant. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

The Commissioners thanked Desrosiers for her report and for her great achievement in bringing over \$5,000,000.00 of grants to the County.

HR Director Hurley was then recognized and presented a request to hire A. W. at \$18.76 per hour as an LPN for the Maplewood Nursing Home based on her eight (8) years of experience, education, and references. **The Commissioners reviewed A. W.'s resume and Commissioner Zerba moved to authorize the hiring of A. W. based on her training, experience, and education at the rate of \$18.76 per hour as an LPN for Maplewood Nursing Home. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

Commissioner Pratt then recognized MNH Facilities Manager Harrison who presented two (2) RFP bid responses for approval. The first item that was discussed was for a condensate pump for the MNH boiler room. Harrison said that had not received any responses and had to reach out to two companies to ask them to bid on the project. He said that despite his attempt at getting at least two (2) bids, only one (1) vendor had submitted a bid. He said that the budget amount for the pump was \$5,750.00 and the bid received from ARC Mechanical was \$4,790.00. **After a short discussion for the need of the pump, Commissioner Zerba moved to award the bid for a condensate pump to be installed in the MNH boiler room to ARC Mechanical of Bradford, VT for an amount not to exceed \$4,790.00. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

Harrison then presented a seconded RFP award request for an AC unit to be placed in the Central Supply office. The budgeted amount for the unit that was approved for the 2014 budget is \$11,500.00. **Harrison said that again, as with the condensate pump, only ARC Mechanical had submitted a bid on the unit despite a widely distributed RFP request. Commissioner Rogers then moved to award ARC Mechanical of Bradford, VT the contract to install an AC unit in the Central Supply office at the bid amount of \$10,470.00. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Register Tilton was then recognized by the Chair and welcomed to the meeting. Tilton said that she was attending the meeting to bring the Commissioners up to date on a couple of issues relevant to the

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Registry and went on to explain the addition of the new Tapestry online service that allows people from other states to check County online deeds for a fee. The new service does not cost the County anything and the County receives a portion of the fees generated from the use of the service.

Tilton then gave an overview of the transfer taxes run rate thus far this year and said that because of the recent sale of a \$31,000,000.00 property in Keene the registry was running even or ahead of projections for revenue for the year. The Commissioners discussed the overall real estate market activity and reviewed the work of the Registry staff.

Tilton then told the Commissioners that the renovation work in the Registry office had been completed successfully and went on to commend the Keene facilities staff for the excellent work that they did in erecting walls, installing electrical wiring, painting, and completing the job on time in a professional manner.

The Weekly Census was reviewed.

The Commissioners then reviewed the Master Item list and no changes were made.

The 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 May 7, 2014 and Commissioner Rogers moved to accept the minutes as presented. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the Commissioners Calendar.

At 11:18AM there being no further business to discuss, **Commissioner Zerba moved to adjourn the meeting to attend the Maplewood Employee Recognition luncheon. The motion seconded by Commissioner Rogers and upon vote the motion passed unanimously.**

Respectfully Submitted,

R Zerba, Clerk