

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 28, 2014 9:30AM**  
Department of Corrections  
825 River Road  
Keene, NH 03431

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

**STAFF:** County Administrator Wozmak, Director of Finance Trombly, Chris Babcock, Grants Department, DOC Superintendent Van Wickler, and Assistant County Administrator (ACA) Bouchard.

**At 09:34AM** – Commissioner Pratt opened the meeting and recognized County Administrator Wozmak for the purpose of providing the weekly operational update.

Administrator Wozmak handed out the County furniture policies that addressed the inquiry from the Commissioners on the how the County tracks furniture purchases. (Master Agenda Item #26). The Commissioners will review the policy and further discussion will take place next week if needed.

Wozmak then addressed at length the condition of the old jail building and reviewed the last four years that the building has been closed. He discussed the removal of the steel jail cells from the cellblocks and the removal of the copper plumbing and wiring from the building. He said that former Facilities Manager King had briefed the Commissioners on the selective demolition plan at their meeting of July 14, 2010. In May of 2013, a memo was distributed regarding the excessive demolition that the contractor undertook. This resulted in the Facilities Manager seeking the assistance of the County Attorney and Sheriff's Department as the contractor did not remit to the county its share of the proceeds. The (then) County Attorney declined to enforce the contract. The (then) Sheriff sent a deputy to search for the contractor who, when located, was unable to pay the county its portion of the proceeds. The loss of potential revenue from the scrap was estimated at \$3,000.

Wozmak then updated the Commissioners on an incident at the nursing home where a resident's family member was struck by a second resident and of a Sheriff cruiser that was damaged after being hit from the rear by an inattentive driver.

Chris Babcock from the Grants department was recognized and presented an addendum document for signature from the State Bureau of Drug and Alcohol Services that added clarifying language to an existing grant that outlines the use of funds within a specified time. **Following a number of questions concerning the language, Commissioner Rogers moved to approve the amendment and was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

The Commissioners then discussed the proposed Green House nursing feasibility study and Director Trombly said that she and MNH Administrator Kindopp have been reviewing the financial data for the operating scenario that the feasibility proposes and were making good headway to completing their portion of the document. The Commissioners then discussed the upcoming public meetings and reviewed some of the towns where the meetings would be held. Administrator Wozmak will furnish the original list of towns that was compiled last year to review at the next meeting.

The Commissioners then asked Administrator Wozmak about the status of the joint dispatch study that is under discussion with the City of Keene. Wozmak said that a second meeting is being arranged

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between the City and County to renew the discussion and to determine if common ground exists to move the project forward. He also said that even if the decision is not to move ahead with City that a scaled down study should continue to determine the present and future needs of the County dispatch center.

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 14, 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.

10:12AM the Commissioners began the semi-annual jail inspection with Superintendent Van Wickler.

The Commissioners began their jail inspection by meeting with the Superintendent. They discussed military staff where leave creates some staffing and overtime pressures but in general, the jail is fully staffed. There are a total of 57 officers and all but 6 officers are certified. They discussed the relatively new video visitation system that allows people to conduct inmate visits from home using computer-based scheduling. This has been very popular and is easy to use in terms of making an appointment, etc.

They discussed succession planning of the leadership positions given the length of service of many higher level posts. The Superintendent assured the Commissioners that he has a well-honed cross-training and career advancement program. They discussed the excellent relationship that the County has with the Federal authorities.

They interviewed the Federal Liaison Transportation Officer who was recently promoted to Captain. They discussed the transports as well as vehicle maintenance. The jail currently has seven (7) vehicles; some of which are used by other county departments for county business.

They reviewed the video visitation process and discussed the current policy regarding contact visitation, which is very limited for reasons of security. The jail books more than 1,700 persons each year as opposed to the state prison that books about 500 persons per year. They discussed early release and electronic monitoring (EM), which now has thirty-five (35) offenders on EM.

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They inspected the Booking Area and interviewed staff. They inspected the video arraignment room and the Property Room. They noted that clothing of incoming offenders is laundered and packed away until release in order that the person has clean clothes upon departure. They also learned of the shoe-dryer used to dry the shoes of offenders as many times incoming offenders have wet boots/shoes which can rot and become covered with mildew over time. They were told that last year's (2013) Pumpkin Fest set a record of twenty-five (25) arrests.

They inspected F Block and inquired about the food and medical services, the female recreation area and noted the adoption cat provided by the humane society that is cared for by the inmates. They inspected the Medical Services department and interviewed two nurses. They discussed the medication order/administration process. They received information on the new pharmaceutical services provider (Westwood Pharmaceuticals).

They inspected the Dietary department and kitchen and reviewed food preparation and quality. They discussed the menus and staffing patterns with the Food Service Director.

They inspected the Laundry room and reviewed procedures related to the inmates that operate the laundry.

They met with Inmate Programs staff and discussed the number of volunteers, the GED program. They noted that the number of offenders on electronic monitoring has doubled with twenty (20) pre-trial and fourteen (14) sentenced offenders on EM.

They inspected the Maintenance areas and interviewed maintenance staff. They discussed the geo-thermal system in detail.

They inspected D Block and witnessed the lock-down associated with shift change. They learned about the six (6) principles of inmate management. They inspected K Block and were mindful of how quiet it was.

The inspection tour ended at 2:45 PM and there being no further business to discuss, **Commissioner Zerba moved to adjourn the meeting. The motion seconded by Commissioner Rogers and upon vote the motion passed unanimously.**

Respectfully Submitted,

R Zerba, Clerk