

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, July 2, 2014 9:30AM**  
Administration Building  
33 West Street  
Keene, NH 03431

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

**STAFF:** County Administrator Wozmak, Director of Finance Trombly, Maplewood Administrator Kindopp, DOC Superintendent Van Wickler, Sheriff Rivera, Assisted Living Director Kruse, and Assistant County Administrator (ACA) Bouchard

**GUESTS:** Westmoreland Selectperson J. Hammond

**At 09:33AM** Chairman Pratt recognized County Administrator Wozmak for the purpose of providing the weekly operational update.

Wozmak discussed the planning for the public meetings for the Maplewood Task Force that was beginning and discussed various suggested locations to hold the meetings.

Wozmak then discussed the mid-year budget review meetings by the Delegation Executive Committee and the full Delegation. He said that August 18<sup>th</sup> will be the meeting date for the Executive Committee meeting followed by the full Delegation meeting on August 25<sup>th</sup>.

Wozmak then discussed the response to the letter received from the farm leasee and outlined a meeting that had taken place to discuss some of the outstanding issues.

Sheriff Rivera was then recognized and provided the Commissioners information on the police incident in Keene that occurred on the previous day (July 1, 2014) that resulted in the suspect taking his own life. He discussed the request from Keene PD for the mobile command post and the subsequent deployment of the trailer to the command site.

Superintendent Van Wickler then discussed a request for the hiring of a per-diem nurse at the Department of Corrections. Administrator Wozmak presented the resume and documentation for the request and answered the Commissioners questions concerning relevant experience and background checks. **Commissioner Rogers moved to hire E. C. as a per-diem RN nurse at the Department of Corrections at the requested rate of \$25.18 per hour based on their training and experience. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Superintendent Van Wickler then discussed the two (2) Antioch graduate students who are filling in for currently vacant Licensed Alcohol and Drug Abuse Councilor (LADAC) position at the facility. He stated that they were doing a good job and had no issues with their performance.

Van Wickler then discussed the issue of Protective Custody (PC) holds at the jail and the policies in place for not providing meals to PC holds. He provided background statistics that show that based on approximately 300 PC holds each year, the vast majority of the PC holds are released within eight (8) hours. Only 36 PC holds were over twelve (12) hours and two (2) people who have been held multiple times accounted for over half of the 36 holds over 12 hours.

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Commissioner Pratt asked Superintendent Van Wickler to consider providing basic sustenance (sandwich, protein bar or the like) for PC held longer than 12 hours. Superintendent Van Wickler said that he would look into the current policies and report back this findings to the Commissioners.

Commissioner Pratt then asked Director Trombly for an update on the financial analysis that is being completed on the Group 1 vs Group 2 retirement plans in place for County employees. Director Trombly said that current the analysis is only a snapshot and but several trends have emerged that favor a better retirement return for most employees over the long run who are in Group 1. She went on to say that each case was different and the total returns to the employee that need to be looked at include taking their total time with the County, their age, and goals into account. She said that a more complete analysis will be conclude in the next few weeks.

A discussion of the turnover in County positions began and the impact that high turnover has on County costs.

Assisted Living Director Kraus was then recognized and she provided a recap of the Assisted Living Facility (ALF) for the last quarter. She discussed that 18 of the 20 apartments are now filled and a waiting list is being reestablished which has not happened for some time. The Commissioners asked about the activities for the ALF residents and Kraus said that there are approximately two (2) trips per month into Keene for outings that included lunch or dinner and shopping. She said that the residents have asked for more of these outings and she is looking into scheduling and transport resources to see if additional trips can be accommodated. She said that some of the challenges to adding more trips are the availability of the van and bus and drivers who can meet the scheduling times and the policy and procedures rules in place for resident transports.

A discussion of the revised plan for working with the kitchen for obtaining dish ware and utensils in lieu of replacing an expensive dishwasher in the ALF began and Director Kraus said that she has been pleased with the additional attention to service and cleanliness that has been achieved in the past few months and does not feel that the dishwasher replacement would be a priority.

The Commissioners then asked about the quality of the food in ALF and Kraus said that the Kitchen Director has been very good about holding regular meetings with the residents and listens attentively to their requests and suggestions for menu items and changes. Kraus said that she feels that most of the residents are satisfied with the meals. A secondary discussion began about the difference of the meals between ALF and the nursing home and it was learned that despite a previously stated objective to increase the overall quality of the food in ALF a separate menu has not been implemented. Kraus stated that she would meet with the Kitchen Director to discuss options of increasing the options and variety for the ALF residents.

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Maplewood Nursing Home Administrator Kindopp was recognized and she discussed the recent incident at nursing home where a fan on the third (3<sup>rd</sup>) floor in the alcove visiting area caught fire. Kindopp said that as part of the after-action report conducted with the Westmoreland fire department, the Chief of department had only the highest praise for the quick and correct actions taken by the staff during the incident. He said that the staff involved had done everything right, quickly, and efficiently. Kindopp said that she will be recognizing one of the nursing home employees in particular for her personal efforts in extinguishing the blaze and said that Pam Fortner the County Safety Officer should also be recognized for her thorough and focused fire drill training that greatly assisted in keeping everyone safe.

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

The Weekly Census was reviewed.

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 June 25, 2014 and Commissioner Zerba moved to accept the minutes as amended. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the Commissioners Calendar.

Administrator Wozmak then encouraged the Commissioners to have a discussion with the Delegation leadership before planning the release of the Maplewood Task Force Report and to also discuss the scheduling of the public input sessions. Wozmak will reach out to the delegation leadership to determine mutually available times.

At 11:47AM 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