

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 10, 2014 9:30AM**  
Department of Corrections  
825 Marlboro Road  
Keene, NH 03431

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

**STAFF:** Administrator Wozmak, Finance Director Trombly, Grants Manager Bansley, Safety Officer Fortner, Human Resources Director Hurley, Drug Court Coordinator Alison Welsh, and Assistant County Administrator (ACA) Bouchard

**GUESTS:** Westmoreland Selectperson J. Hammond, Chuck Weed, Hon. Robert Ziemian, and Valerie Moore

Chairman Pratt opened the meeting at 9:30AM recognizing Safety Officer Fortner for the purpose of providing the semi-annual Safety Department update.

Pam Fortner, Safety Officer  
2nd Quarterly Safety Report 2014

Listed below is a summary of the current and on-going projects for the 2nd quarter of 2014  
Emergency lighting at 33 West St building has been upgraded, lighting added where needed and now has an inspection program bringing testing and maintenance into compliance with life safety code.

Processed 34 workers comp claims: 8 - Department of Corrections, 20 – Nursing (MNH), 1 - County Attorney, 1 - Social Services (MNH), 1 - Environmental Services (MNH), 3 - Deputy (Sheriff) and 6 Property/Liability claims.

The County is currently maintaining a positive low trending mode for both Workers Compensation claims and property/liability claims.

Recently attending a 5 hour class “NH Strategic National Stockpile Point of Dispensing Training” to assist with finishing the 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) A drill for Keene employees will be scheduled for fall of 2014.

Continuing preparedness 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. Will be attending a webinar September 5th on this topic.

Preparing for the required 2014 functional drill at MNH scheduled for Sept. 4th. Involves planning the drill, scheduling the drill for each position and arranging for outside participation from Public Health. Nine “Job Action Sheets” were developed by the Safety Officer to assist each assigned position with their tasks. The “Job Action Sheets” will be tested during the functional drill and changes made as necessary.

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Two “Crisis Intervention” classes have been scheduled through the Safety Office. One on April 25th was attended by 13 employees and one scheduled for September 11th has 8 people registered so far. This class was opened to our local contact at Public Health and the Healthcare Workforce Summit.

The Safety Officer has attended the following classes so far this year: Excel I, Social Media in Emergency Preparedness and Response, a 2 day Hazard Vulnerability exercise and education session, Sheltering workshop and the NH Strategic National Stockpile Point of Dispensing Training. Being a member of the Regional Coordinating Committee and working closely with Public Health has led to many educational opportunities that are available for all employees.

Developed the agendas, created and distributed all the meeting minutes for both the MNH Complex Safety Committee and the Cheshire County Joint Loss Management Committee. The Cheshire County JLMC is also responsible for inspecting all County-owned facilities, generating an inspection report and submitting the results to the responsible departments.

Respectfully Submitted,  
Pamela Fortner, Safety Officer

The Commissioners thanked Fortner for her report and commended her for doing a great job keeping the County employees safe and maintaining the strong insurance rating with Primex the County insurer.

Commissioner Pratt then recognized the Hon. Robert Ziemian, and Valerie Moore who are in Keene to provide technical assistance to the new Drug Court program. Judge Ziemian provided an overview of the services that he and Moore provide to new Drug Courts and said that a Bureau of Justice Administration (BJA) grant funds their work. He went on to provide a history of the Drug Court program and when asked by the Commissioners if they were evaluating the program he said that they were not evaluator’s but in Keene to provide technical assistance in the operations and logistics of the program.

Ziemian and Moore said that one of the most important elements for the program is to create a sustainability plan that will carry the program forward at the conclusion of the three (3) year grant. Drug Court Coordinator Welsh discussed how new Medicaid rules will affect the program in a potentially positive manner and discussed how two (2) outside evaluators will be providing an independent cost benefit analysis which will assist in measuring outcomes and help with future funding opportunities. She also said that the NH Charitable Foundation has been a very large help in getting the program launched and established.

A discussion of the availability of a specialized drugs for helping addicts break the addiction cycle was discussed and it was learned that NH is very lacking in supporting medically assisted drug treatments.

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The Commissioners then asked to have the Drug Court report moved to a quarterly reporting cycle so that they can be more aware of the challenges and opportunities in the operation of the program.

The Commissioners then recognized HR Director Hurley who provided the following semi-annual report:

Human Resources Department  
Semi-Annual Report 2014  
September 8, 2014

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.

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

Open Positions

MNH

3 full time 3-11 LNAs

2 full time 3-11 LPN/RN

1 part time 3-11 LPN/RN

1 full time TLC 3-11 LPN/RN

1 part time TLC 7-3 LPN/RN

1 full time ward aide 7-3

1 full time 3-11 Nursing Supervisor

1 full time LNA transportation Aide

New Hires since 4/1/14 - 43

Terminations since 4/1/14 -35

Job Fair Resume/Applications

Attended job fair in April at the Best Western Hotel – Keene. Received the following applications and forwarded along to the appropriate Department Manager

PCAs – (9)

LNAs – (2)

RN/LPN – (1)

Housekeeping, Dietary, Laundry (7)

Maintenance (3)

Admin/Clerical (14)

Red Cross Job Fair – Keene

Attend the Red Cross graduating class job fairs in Keene. These are held every other month.

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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. At the present time HR has not been able to conduct this training due to computer glitches. HR hopes to get this project up and running by the end of September.

ACA Bouchard will send the Commissioners the Primex Harassment training web link so that they can review the training.

Hurley then said that the Annual United Way Appeal was underway and outlined the program for the Commissioners. She said that participation in the appeal was strictly voluntary and that no pressure was put on any employee to participate.

The Commissioners thanked Hurley for her report.

Grants Manager Bansley was then recognized and presented Master Item #105: *“Review and sign JSI Research & Training Institute letter of agreement form to access \$2,500 of funds to be passed through to Monadnock Voices for Prevention (MVP) to use to host a "State Epidemiological Outcomes Workgroup (SEOW)" to improve the quality, efficiency, and availability of data systems that describe substance use issues and inform prevention and treatment policy and programs”* for their review, discussion, and vote. **Following review and discussion, Commissioner Rogers moved to accept a the grant in the amount of \$2,500.00 from JSI to support MVP in hosting a State Epidemiological Outcomes Workgroup (SEOW) seminar. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Commissioner Pratt then signed the documentation. Following the signing of the documentation, a discussion began of the number of grants and the growth of the overall program. It was decided to move the Grants review back to a quarterly reporting cycle in order to more closely track the activities in grants.

**At 10:49am Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously. As a result of a vote taken during the non-public session, R. T. was granted a “Commissioners Leave of Absence” for eight (8) weeks to begin September 15, 2014.**

**At 11:14am Commissioner Zerba moved to exit non-public session and was seconded by Commissioner Rogers. Upon vote the motion passed unanimously.**

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**At 11:16AM Pursuant to RSA 91-A (II) (a), (b) and (c), Commissioner Pratt moved to go into non-public session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting, Commissioner Pratt moved to enter non-public session and was seconded by Commissioners Zerba. Upon vote the motion passed unanimously.**

**As a result of a votes taken in non-public session, a motion to hire K. R. as a Licensed Alcohol Drug Abuse Counselor (LADAC) for the Substance Abuse program at the Department Of Corrections at an hourly rate of \$24.17 effective October 6, 2014 was made based on background, experience, training, and education was made by Commissioner Rogers. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

**A second motion to hire M. H. as a part-time Substance Abuse Counselor at a rate of \$20.69 per hour based on experience, training and education was made by Commissioner Zerba and seconded by Commissioner Rogers. Upon vote the motion passed unanimously.**

**At 11:24am Commissioner Zerba moved to exit non-public session and was seconded by Commissioner Rogers. Upon vote the motion passed unanimously.**

The Commissioners then reviewed the Master Item Agenda.

Administrator Wozmak provided the weekly operations updates and covered the proposed 2015 Commissioners Budget Review Schedule. He also discussed COLA projections for 2015 and how the CPI is used in projecting COLA.

He then discussed a letter that was being prepaid for Health and Human Services Commissioner for review that addresses the issue of Medicaid rate setting by the State for the next two years in order to provide a smooth transition to the about to be introduced State-wide Managed Medicaid program.

Wozmak then addressed the Felony Case Flow meeting to be held on September 19<sup>th</sup> and expressed that some of the various Counties cost concerns were not being addressed. Wozmak and some of the Commissioners will attend the session to provide input to decision process.

The New Hampshire Association of County's (NHAC) annual meeting was then reviewed and the annual employees' awards were discussed. An email has been sent out to department managers and ACA Bouchard will follow-up to make sure that any nominations are submitted in a timely manner.

Wozmak then discussed the upcoming Maplewood public information sessions and the proposed locations for the meetings. Also discussed were handouts for the meetings and informational poster boards that will be constructed. A discussion of the meetings format was discussed and the hoped for outcomes were covered.

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The Commissioners then review the Weekly Census report.

**Commissioner Zerba moved to accept the Weekly Manifest and was seconded by Commissioner Rogers. Upon vote the motion passed unanimously.**

**The minutes of September 3, 2014 were then reviewed and Commissioner Rogers moved to accept the minutes with one amendment. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners Calendars for September and October were then reviewed and no changes made.

At 12:57PM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioner Zerba and upon vote the motion passed unanimously.**

Respectfully Submitted,

R Zerba, Clerk