

MINUTES
Cheshire County Commissioners Meeting
Wednesday, September 17, 2014 9:30AM
Administration Building
33 West Street
Keene, NH 03431

PRESENT: Commissioners Pratt, Rogers, and Zerba

STAFF: Administrator Wozmak, Finance Director Trombly, Grants Manager Bansley, Sheriff Rivera, Human Resources Director Hurley, MNH Facilities Manager Harrison, and Assistant County Administrator (ACA) Bouchard

GUESTS: Westmoreland Selectperson J. Hammond

Chairman Pratt opened the meeting at 9:33AM recognizing Administrator Wozmak for the purpose of providing the weekly operations updates.

Wozmak said that MacMillin has appointed a site supervisor for the old Courthouse renovation and he will begin working on-site on Monday, September 22nd.

He then said that a meeting was scheduled for later in the day with the MacMillin Project Manager to discuss the replacement of the roof on the 1979 wing.

Wozmak then discussed an RFP that has been issued for Dietary services for Maplewood Nursing Home and that this was being reviewed by staff. He said that this was the first RFP that has been let for some time and he expects to have at least one other bidder for the Dietary services unlike when past RFP's have been published.

Wozmak then discussed a quote that has been prepared by a local web development company in response to discussions with staff to update the County's website and to begin the conversion to an Open Government website format. More details will be forthcoming in the next few weeks.

Wozmak then discussed an estimate that was received from MacMillin concerning the addition of bathrooms to the resident rooms at Maplewood. He said that if the bathrooms were added it would have an impact on number of beds available due to the decreased overall room sizes. More investigation needs to be done to study the financial implications if this were to move forward as a project.

Wozmak then addressed a request for \$2,000.00 from Home Health Care for a grant to fund the purchase of equipment to assist non-verbal clients in daily communication needs. This augmented communication device will be placed with clients who have physical disabilities to allow them to communicate with support staff, peers, and family. Part of the funds would also be used for the transportation cost of indigent clients to and from medical appointments.

Following discussion, Commissioner Rogers moved to Grant \$2,000.00 from the Hemenway Fund to Home Health Care for the purchase of an augmentive communication device and to also fund the cost of indigent patient transport to and from medical appointments. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.

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Commissioner Pratt then recognized Grants Manager Bansley who presented Action Item #109: *“Review and sign CDBG Brookbend East housing project's close out certification form and the final administrative claim form for reimbursement of costs for SWRPC's grant administration services and attorney fees for contract review from John Wrigley. CDBG Brookbend East's project for site development of 40 unit affordable housing on Ivy Drive, Keene, is now complete”*. **Following review and discussion, Commissioner Rogers moved to sign the close out certification and administrative claim form to facilitate reimbursement of cost for SWRPC’s services and for attorney fees for the CDBG funded affordable housing project on Ivy Drive in Keene. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then signed the documentation.

Action Item #110 *“MNH Boiler Roof Replacement”* was then taken up and Facilities Manager Harrison then presented the Commissioners with the bid information that was received for replacing the MNH boiler roof that is budgeted at \$90,000.00. He stated that despite having contacted a number of contractors only two (2) bids were received. He had called the contractors who had not bid and determined that no other bids were to be forthcoming and based on his review of the two (2) bids Harrison recommended that Centimark be awarded the work based on price and the County’s previous experience with the firm from last year when the main roof on the nursing was replaced.

The Commissioners asked a number of questions and concerning the five (5) contractors that responded to the RPF and about the two (2) contractors that actually submitted a bid for the boiler roof project. **Following an in-depth discussion Commissioner Zerba moved to award the bid for the Maplewood boiler roof replacement for \$86,443.00 to Centimark Corporation of 101 Brick Kiln Rd #10, Chelmsford, MA 01824. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

Action Item #111 Compensation Time for the Police Training Academy Attendance was then discussed. Sheriff Rivera was recognized and reviewed his request for granting comp-time to new hire Deputies who are required to attend the Police Standards and Training Academy and who often need to participate in various activities over the standard forty (40) hours a week during the fourteen (14) week academy. An in-depth discussion began concerning the basic training requirements for Deputies and other county personnel who may also be required to obtain certifications and / or job specific skills to either certify or maintain their State issued licenses. The conversation covered the various ways that municipalities handle over-time or comp-time for the training academy and the history of the County’s policies for employees who require job certification. **Following the discussion Commissioner Rogers moved to table the request. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Action Item #112 - Alternative Sentencing / Mental Health Court Semi-Annual Report was then taken-up and Director Potter was recognized. Potter presented the following reports to the Commissioners;

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THIRD QUARTER REPORT - 2014
CHESHIRE COUNTY ALTERNATIVE SENTENCING PROGRAM
AND MENTAL HEALTH COURT

As of August 28, 2014 CCASP/MHC has 32 active clients (11 clients in ASP and 21 clients in MHC). Since the start of 2014 we have had 38 admits, 19 successful completions and 8 that were discharged other than successfully. The programs have 2 individuals that have been screened and accepted but have not shown for their intake sessions and have absconded. In cases like that the defense attorney and the prosecutor are notified and a motion is submitted to bring them into Court prior to their scheduled court date. We have screened and accepted 7 individuals who are being housed at CCHOC. Out of these 7, three of them are awaiting their sentencing hearing and 4 are serving partial sentences before they are released back into the community, after which they will start with the county court programs.

In comparison to 2013, there has been a 31% increase in successful completions and a 25% decrease in the number unsuccessful completions (non-compliance). It is believed there are several reasons for this occurring. First, this is related to being able to meet and supervise the clients more frequently (several are being seen twice a week or more) now that the staff is less involved with CCDC clients. ASP/MHC drug/alcohol screenings have been increased to bi-monthly to weekly instead of just monthly and secondly, with making the changes in the Court procedure (which was talked about in the First Quarterly Report) has allowed clients to be presented in a more timely fashion to the Court, when they are beginning to stray from the Court Ordered Service Plan. And thirdly, ASP/MHC has re-established paying for inpatient treatment, DVIP and other services needed by our clients.

QUALITY IMPROVEMENT TO PROGRAMS:

Besides points two and three from the above paragraph which were the result of the ongoing work of the MHC Stakeholders monthly meetings, *Stakeholders have agreed that changing the name of the programs to “Cheshire County Behavioral Health Court Programs” (CCBHC) would reflect the current trends in mental health and the intent of these specialty courts.* They would like approval from the County Commissioner to approve the name change effectively starting January 1st of 2015.

CCBHC would still have the two programs however the structure of programs would be modified. (see attachments). There would be a Substance Use Disorder (SUD) tract and a Mental Health Disorder (MHD) tract. Both tracts will be a minimum of 180 days up to 365 days and will be divided up into three phases. Each phase will have requirements to be completed before moving up into the next phase (see attachments). The phase tracking will also be more in line to Federal Grant Guidelines. Dual Diagnosed clients will follow the SUD track but their primary issue would determine which classification they would go under for data collection purposes.

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FINANCE:

In general, most items are in normal operational range with a few exceptions. These are items 4460.80 (Care of Grounds) which at a -73% which is contributed to the hard winter of 2013-14. The other two areas is 4460.19 (Continuing Education) at 36% and 4460.70 (Travel) at 30%. It is thought that with the levels of other budget items the total budget should still be within overall budget range.

OTHER DUTIES PERFORMED BY ASP/MHC STAFF:

CHESHIRE COUNTY DRUG COURT CCDC:

All but one CCDC client is being seen by CCDC staffer, C. Flagg. The one remaining client is still being seen by Director Potter do to a conflict of interest that prohibits C. F. from working with her (client is a friend of C. F.'s daughter). Both, J. Gallagher and Director Potter are still conducting the GAIN Assessments for prospective CCDC clients and Potter is also being used to complete the six (6) month follow up GAIN assessment. These assessments are required by the grant.

A Time Study has been conducted over the last 6 weeks and a total of 50 hours have been logged to the CCDC program as of August 26th. This is about 17% of total 320 hours of our ASP/MHC staff time. An additional 90 minutes which was not included in the time study encompassed a Public Relations event on behalf of CCDC. At the time of this report's completion, the time study is still being conducted. A total breakdown of hours can be provided by request.

Respectfully submitted,
Michael Potter

And further, he presented a document concerning a recently developed track plan for clients that are participating in the Behavioral Health Court program.

POTENTIAL PHASE PROGRAM FOR BEHAVIORAL HEALTH COURT

BHC will be a minimum of 180 days (6 months) and up to 365 days (one full year).

Phase I SUD/DUAL DIAGNOSIS TRACT:

Phase I (60 days minimum):

1. Meet with case manager once per week, either individually and/or in group unless it is clinically indicated or Court request for more frequent monitoring for the first 8 weeks.
2. Bi-monthly Court reviews or weekly if deemed necessary.

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3. Seven documented recovery meetings (AA, NA or some other recovery oriented meetings) per week. Secure a recovery Sponsor/Mentor within the first 60 days and you will be required to sign a release of information for that person.
4. 10 hours of Community Service per week if the person is not working or not involved with an educational program and is able to physically/mentally able to do so.
5. Daily curfew, 10 pm to 6 am.
6. Observed Drug/Alcohol screenings at least three times a week.
7. **Treatment:** This will depend on the needs of the individual. This may include but not limited to individual counseling session, IOP, intense community treatment programs and medication evaluation/follow ups, etc.
8. Apply for Phase change by writing an essay on why they feel they should move to the next Phase. Must have a minimum of 60 consecutive days of sobriety.

Phase II (60 days minimum):

1. Meet with Case Manager once a week in either group or individual setting unless it is clinically indicated for more frequent monitoring and deemed appropriate by Treatment Team.
2. Bimonthly Court reviews or more if deemed appropriate until Treatment/Case Management decides to decrease to once a month.
3. Five documented recovery meetings per week (AA, NA or other recovery support meetings) and must have a recovery sponsor/coach who they are meeting with at least weekly.
4. Either full time/part time employment or educational/vocational training program or involvement in mental health care support groups. Community Service may still be used depending on what other activity the client is involved in.
5. Daily curfew 11 pm to 6 am.
6. Observed Drug/Alcohol screenings at least twice a week.
7. **Treatment:** This will depend on the client's individual needs.
8. Apply for Phase change by writing an essay on why they feel they should move to the next Phase. Must have 120 consecutive days of alcohol/drug free time and have completed Steps one through three (with verification from Sponsor).

PHASE III (60 DAYS minimum):

1. Meeting with case manager once a week in either group or individual setting.
2. Once-a-month Court reviews.
3. Four documented recovery meetings (AA, NA or other recovery support meetings) per week. And continues with regularly meeting with Sponsor/Recovery Coach.
4. Working either full time/part time, involvement in education or vocational classes or mental health support meetings. Community service may still continue depending on the client's involvement.

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5. Curfew lifted
6. Once-a-week alcohol/drug screenings that may or may not be observed.
7. **Treatment:** May be reduced to twice or once a month if deemed appropriate by therapist/treatment team otherwise continue as indicated.
8. Apply for completion by submitting an essay on why they should be released from Behavior Health Court.

Potter answered a number of questions concerning the Behavioral Health Court program and how it fits with the new Drug Court program. He explained the differences and similarities between the programs. The most remarkable differences that were noted are the court venues (Superior for the Drug Court and District for the Behavioral Health Court) and the client management approaches, the Drug Court requiring weekly court appearances and the Behavioral Health Court requiring less frequent appearances with less stringent overall monitoring.

Potter then asked if Commissioners approved of the change of the name of the program from Alternative Sentencing / Mental Health Court to the new Behavioral Health Court. The Commissioner agreed unanimously that the name change more accurately reflected the intention of the programs and had no objection to the new name.

Administrator Wozmak then discuss two (2) personnel requests for Maplewood nursing home. HR Director Hurley provided documentation to hire A. J. as a second shift RN supervisor at a rate of \$24.27. The Commissioners reviewed the resume and asked questions of Hurley concerning verification of documentation and if background checks had been completed. **Following discussion, Commissioner Rogers moved to hire A. J. at a rate of \$24.27 per hour as a second shift RN Supervisor at Maplewood Nursing Home to begin on September 22, 2014, based on her training, experience and education. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

The second request to hire L. C. as a per-diem LPN nurse at Maplewood at a rate of \$22.64 was reviewed and discussed. **Following review of documentation and discussion, Commissioner Rogers moved to hire L. C. as a per-diem nurse at Maplewood Nursing Home for \$22.64 per hour starting on September 22, 2014, based on her training, experience and education. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.**

Action Item #74: Blood Farm / County Farm Survey & Deed Project was then discussed and ACA Bouchard updated the Commissioners on the status of the deed project saying that although the surveyor has made good progress on confirming the County property boundaries he has run into a number of inconsistencies and missing documents. Bouchard and Wozmak will be meeting with the surveyor to review the progress and gain a better understanding of what if any remaining work needs to be completed.

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Action Item #73: Replacement of in-ground oil tank - 33 West - NH Gas Heating option. Bouchard reviewed the discussions that were recently held with a second propane gas supplier who would potentially supply gas to the Administration Building at 33 West Street for heating purposes. The propane company representative said that they would need to supply and install a 1000 gallon tank that is over 16 feet in length and that the tank would need to be at least 25 feet from any structure in order to service the building. The only other option would be to bury the tank which would also require a 10 foot offset from any structure. The propane company representative said that based on his visit to the site he did not see a way to install a tank of that size on the property.

Bouchard then reiterated to the Commissioners that the purpose of converting to the underground propane delivery option proposed by NH Gas is to be able to avoid a capital expense of approximately \$68,000.00 to remove and replace the present underground oil tank that services 33 West Street and whose replacement is being mandated by the Department of Environmental Services (DES). The upgraded equipment needed for the boiler and the installation of the NH Gas pipeline and equipment would run approximately \$10,000.00 and the overall cost of heating is expected to be about 5%-7% higher than oil currently runs. This is off-set by the nearly \$58,000.00 of savings in capital expenses that would be realized by receiving a permit to permanently close the old underground tank in-place and to then have DES remove the tank from their list of monitored sites.

Bouchard also discussed the currently underway acquisition of NH Gas by Algonquin Gas who is New Hampshire's largest natural gas supplier and of the probability that NH Gas would be in a position to supply the cheaper and more efficiently burning LNG/LP products in the future which would provide a less costly heating alternative than either propane or oil.

Following an extended discussion, Commissioner Zerba moved to authorize the staff to sign a contract with NH Gas for the installation and delivery of an underground propane gas line for the purpose of heating the Administration Building at 33 West Street at the anticipated capital cost of approximately \$10,000.00 which would include the formal closure of the present underground oil tank by DES and the conversion of heating and other equipment to accommodate the new propane gas supply. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.

The Commissioners then review the Weekly Census report.

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

The minutes of September 10, 2014 were then reviewed and Commissioner Zerba moved to accept the minutes as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.

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The Commissioners Calendars for September and October and Commissioner Pratt noted with sadness that he and Administrator Wozmak had attended a memorial service for Betsy Miller who recently passed-away and who was the Executive Director of the New Hampshire Association of Counties. He said that she will be greatly missed.

A discussion of the upcoming NHAC Annual meeting began and the dates for the Commissioners and staff attendance were reviewed.

Bouchard also supplied the Commissioners with the completed 2013 Annual Report that needed to be reprinted after the discovery of printing errors. The report will be sent out to the required agencies in the next few weeks.

At 11:46AM there being no further business to discuss, **Commissioner Zerba moved to adjourn the meeting. The motion seconded by Commissioner Pratt and upon vote the motion passed unanimously.**

Respectfully Submitted,

R Zerba, Clerk