

MINUTES
Cheshire County Commissioners Meeting
Wednesday, June 19, 2019
County Hall Building
Stillman Rogers Conference Room
12 Court Street, Keene, NH 03431

Present: Commissioners: Charles Weed, and Robert Englund, John Wozmak

Staff: County Administrator Coates, HR Director May, Maplewood Administrator Kindopp, Sheriff Rivera, Grants Manager Bansley, Assistant Finance Director Hall, IT Director Hummel, and Assistant County Administrator Bouchard

Guest(s):

At 8:30AM The Chairman opened the meeting and recognized Bouchard who discussed Master Agenda Item: #690: ENE - 33 West Street - Building Controls and Digital Conversion Upgrade & Service Contracts.

Bouchard discussed that the Building Control System (BCS) has failed at the 33 West Street building and that after investigating a number of solutions with different HVAC firms including Johnson Controls, Control Technology Systems and Honeywell, he is presenting a quote for the replacement / repair / upgrade of the system from ENE Systems of NH of 155 River Road, Bow, NH, for a total of \$18,674.00. Bouchard said that the 2019 approved budget for project was \$20,000.00. He said that the price included the full replacement of the current pneumatic system with digital controllers and the replacement of the BCS software with the same software that is being installed for the Maplewood reconstruction project. Bouchard said this was possible because of a one time \$5,000.00 energy rebate credit that ENE is able to provide for the installation. He said an additional benefit will be a significantly reduced maintenance contract for the system that drops the cost by almost \$2,000.00 per year from the current contract pricing.

Bouchard then requested that due to the need to repair / replace the failed system as quickly as possible and the current availability of the \$5,000.00 energy rebate, and finally the previous discussion with other vendors, that the Commissioners authorize the contract without the requirement of a formal RFP and award the bid as single source contract to ENE.

Following a number of questions from the Commissioners, **Commissioner Weed moved and was seconded by Englund to award the 33 West Street HVAC upgrade contract to ENE Systems of Bow, NH for \$18,674.00 due to the immediate need for the repairs and upon recommendation of the senior staff. Upon vote the decision to award the contract was unanimous (3-0).**

Master Agenda Item: #688: Funding for Dispatch Software Upgrade - Sheriff Rivera
Action Expected: To review and discuss the request for the Dispatch Software Upgrade request.

Sheriff Rivera said that approximately two years ago a grant for dispatch hardware upgrades was awarded for \$91,000.00. He said that the equipment upgrade will also require Motorola software upgrades which will cost an additional \$20,000.00 and is currently not budgeted.

An extended discussion concerning the upgrade of the radio equipment and the Motorola system software and the newly recognized compatibility requirements that will require both system and client

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software upgrades began with input from Hummel on the IT aspects of the project, from Hall in Finance and Bansley from Grants to speaking to the technical, grant and financial aspects of the project. Following discussions, it was determined that further investigation and data is needed and the Sheriff will attend next week's meeting to follow-up.

Master Agenda Item: #687: Internet Crimes Against Children Task Force (ICAC) / Forensic Lab Funding - Sheriff Rivera spoke to the establishment of the lab and discussed the staffing saying that lab position is currently at a .6 Full-Time-Equivalent (FTE) but the need for increasing the position to a full-time position is growing quickly due to the volume of cases being processed. He also said that the ICAC organization has requested the increase to full-time from the current twenty-five hours per per-diem. He said that based on the proposed program the County will pay 30% of the new salary with the State paying 70%. He said that the total costs will breakdown as \$78,000.00 for the State ICAC and \$34,000.00 for the County and included benefits.

The Commissioners asked a number of questions concerning the need and use of the lab and it was suggested that the County portion of the position could possibly be covered under a currently vacant deputy sheriff slot in the department that might result in no additional increase in the budget.

The Sheriff will meet with the Finance department to explore the use of the vacant position and will return to next week's meeting with an update.

Master Agenda Item: #689: Department of Corrections (DOC) - Medical Staffing Issues

A discussion began concerning a letter that was received from the DOC Mental Health Clinician that laid out the difficulty of hiring medical personnel. Cited in the letter was the example of recently interviewing and extending offers to seven individuals for a vacant nursing position with the result that all seven candidates rejected the position due to the compensation being too low.

A discussion of compensation for all nurses in the County was covered and it was stated that the current market rates are dictating that an adjustment may be in order to fill vacancies across the County. Discussed were retention issues and the ability to attract new nurses.

A number of possible changes to the compensation plans for nursing staff was covered and some ideas will be explored in the next few weeks.

Master Agenda Item: #691: Corporate Compliance - K. Kindopp
County Nursing Home Administrator Kindopp discussed the need to adopt an updated Countywide Corporate Compliance policy in order to meet the new Centers for Medicare and Medicaid Center regulations. She discussed the current Corporate Compliance hotline procedures and said that she is not aware of Corporate Compliance calls that are made but each call must be recorded and tracked. A suggestion to add "800" line or similar single contact number was covered and the removal of the Comm's cell phones from posters was suggested. The requirement of how to save all voice mails for

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historic / auditability was also discussed. Bouchard will meet with IT to understand the possible implementation requirements and any impacts on upgrading the current program.

Administrator Coates was then recognized for the Weekly Operations report.

- Coates then said that the County Attorney will join the meeting next week to discuss State RSA's 28:10a and 91: A as applicable to personnel procedures. A discussion of the history of how this is operationalized in County government was covered.
- The Commissioners letter on the State of NH cost-shifting issues was sent to newspapers and other media. Further distribution will occur over the next few days. The local paper will be approached to see if a series on the topic can be considered.
- Coates said that Eversource will be presenting an overview of the proposed battery project at the Westmoreland school on June 26th at 4:00pm. Some members of the senior staff will try to attend barring scheduling conflicts.
- Coates said that the IDN meeting last week was well attended with only one region not in attendance. An overview of each IDN operation was presented and it was determined that some regions need to communicate better between the IDN and the State Health and Human Services department. One outcome of the meeting is that a letter should be drafted to the Commissioner of DHHS to invite him to present his vision of funding of the IDN's for the future continuation of services.
- Coates said that on Saturday of this week the Wall Dogs event will utilize the Center Street parking lot and an auction feature the wall art drawings will be held on Saturday evening in the Delegation Room.
- He said that on this Sunday an official ribbon cutting for the new Library expansion will take place.
- Coates then informed the Commissioners that the closure, removal and disposal of the old 10,000-gallon oil tank at the old jail site in Westmoreland will begin on July 8th.
- Lastly, Coates related that on Wednesday July 10th following the Commissioners meeting, a cookout and ice cream social will take place at Maplewood. **Following discussions, the Commissioner's voted unanimously to move the Commissioners meeting from the previously scheduled venue to the nursing home as requested by staff.** Bouchard will issue the venue change notification.

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Old Business: None

New Business: None

The Weekly Census was then reviewed and the report was accepted as informational.

A discussion of simplifying the Census report was taken-up and Commissioner Englund asked to have Medicated Assisted Treatment (MAT) program participants tracked. This would include three categories; Continuing Cases (Community), new cases (Facilities), and Year-To-Date Totals. A discussion of how to track recidivism issues began and how the data is tracked internally was covered. Other potential changes were also discussed by Commissioner Wozmak and Commissioner Weed.

The Weekly Manifest was then reviewed, and Commissioner Wozmak moved to accept the Manifest as presented and was seconded by Commissioner Weed, upon vote the motion passed unanimously.

The minutes of June 12, 2019 were then reviewed and Commissioner Wozmak moved to accept the minutes as amended and was seconded by Commissioner Englund. Upon vote the motion passed unanimously.

The calendar was then reviewed and no changes were noted.

At 11:29AM there being no further business to discuss, Commissioner Englund moved to adjourn the meeting. The motion to adjourn was seconded by Commissioner Englund and upon vote the motion passed unanimously.

Respectfully Submitted,
R. Englund, Clerk