

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 4, 2019**  
**County Hall Building**  
**Stillman Rogers Conference Room**  
**12 Court Street, Keene, NH 03431**

**Present:** Commissioners: John Wozmak and Robert Englund (Charles Weed absent w/notice)

**Staff:** County Administrator Coates, Director of Finance Trombly, Maplewood Facilities Director Harrison, HR Director May, Sheriff Rivera, Register Tilton, and Assistant County Administrator Bouchard

**Guest(s):**

At 8:31AM Vice-Chairman Wozmak opened the meeting and recognized HR Director May who provided the following report:

Human Resources Activity through 9/03/2019

New Hires: 100

MNH – 63

Dietary – 17  
EVS – 10  
Nursing – LNA – 20  
Nursing – Nurse – 4  
Nursing – Ward Aide – 6  
ALF – PCA – 3  
Admin – 1  
HR – 1  
Safety – 1

Keene – 16

County Attorney – 4  
Drug Court – 1  
Finance – 1  
HR – 1  
Safety – 1  
Sheriff – 8

DOC – 21

SW – 1  
Nurse – 5  
CO – 15

Terminations: 71

MNH - 39

Dietary – 9 – 3I/6V  
EVS – 7 -  
Nursing – LNA – 13 – 4I/9V  
Nursing – Nurse - 0  
Nursing – Ward Aide - 5  
ALF – PCA - 0  
Admin - 1  
IT - 1  
Rehab – 1  
SW – 1  
HR – 1 - I

Keene - 11

County Attorney - 3  
Behavioral Health / Drug Court - 1  
Finance - 1  
HR - 2  
Deeds – 1 - I  
Sheriff - 3

DOC - 21

Admin - 1  
Nurse – 5 – 1I/4V  
CO – 15 – 8I/7V

- MNH successfully completed 2 LNA classes in conjunction with LNA Health Careers. We graduated 8 students in the first class with all 8 passing their State Boards on the 1<sup>st</sup> try. We graduated 8 students from the second class with 6 of them passing their State Boards on the

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1<sup>st</sup> try. Maplewood has acquired 8 LNAs through these classes who are all working on an off shift.

- As a result of the success of the LNA classes and our direct hiring through employee referrals, we have been able to start cancelling agency staff and are using our own per diem, part-time and full-time LNAs
- An HR Generalist/Recruiter has been hired and will start work 9/16/2019
- Nursing staff at the DOC has been fairly well stabilized using newly hired/rehired per diem staff and agency staff.

A discussion of the yearly clean-up of the payroll system and the medical tracking software used in the nursing home began and the reasons for converting over to a twice-yearly purge of the databases was discussed and will be reviewed with the Nursing Home Administrator and the Director of Nursing at Maplewood.

May said that as a result of successful recruiting efforts in 2019 the number of outside agency hires has dropped significantly with the number of hours for agency hires decreasing approximately 30% over the same time period of a year ago.

May said that she has been able to hire an HR generalist with over 17 years of experience and they will start work next week.

Trombly was then recognized and discussed Master Agenda Item #706: Reallocation of prior year Rollovers to MNH project. Harrison said that a number of older Capital project items on a list provided to the Commissioners has been reprioritized due to the reconstruction of the nursing home. The goal is to repurpose approximately \$44,107.00 from old projects that are being offset by the reconstruction project into the FF&E project for equipment in the reconstruction.

**Following discussion Commissioner Englund moved to authorize the utilization unexpended capital funds from prior years to the current Maplewood reconstruction project. Commissioner Wozmak seconded the motion and upon vote the motion passed with two (2) Yea's.**

The Sheriff was then recognized and discussed Master Agenda Item #708: Town of Sullivan - Policing Services Contract. Rivera reviewed the pending renewal of the Town of Sullivan policing services contract and said that the rates increased slightly this year.

A discussion of the elements that make-up the cost of the contract was reviewed and the renewal cycle dates for Sullivan and the other towns was discussed.

An extended discussion of equipment and capital budget items then ensued.

**The Commissioners reviewed and voted unanimously to approve the contract with the Town of Sullivan. The Commissioners then signed the contract.**

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Trombly then addressed Master Agenda Item #707: Primex Cap agreement renewal for Workers Comp and Property & Liability. She reviewed the Cap agreement that stipulates a rolling three-year agreement for Workers Compensation that states the maximum increase is 8% and in the years 2020, 2021 and 2022 the property and liability is capped at a maximum increase of 5%.

**Trombly reviewed the letters from Primex and Commissioner Wozmak moved to accept and sign the letters. Commissioner Englund seconded the motion and upon vote the motion passed unanimously.**

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

**The minutes of August 28, 2019 were then discussed and Commissioner Englund moved to accept the minutes as presented and was seconded by Commissioner Wozmak. Upon vote the motion passed unanimously.**

**The calendar was then reviewed and no changes were noted.**

Administrator Coates was then recognized for the Weekly Operations

Coates spoke to the upcoming retirement of one of the facilities staff and said that based on the potential pending acquisition of the 33 Winter Street building and other expanding needs of the Keene campus an upgraded supervisory position of Director of Maintenance is being recommended for the coming budget year. A job description is being prepared and will be submitted for review upon completion.

Coates said that the Herdsman's house painting has been completed.

He then said that the on-going Westmoreland timber cut has been finally completed by Longview Forestry and the logs will be hauled from the log landing in the next few weeks.

Coates said that there has been recently activity by the new owners of the 5.1-acre parcel formerly known as the Blood Farm and a new house foundation has been poured.

Coates then reminded the Commissioners that the Radically Rural Seminar series begins on Thursday the 19<sup>th</sup> and runs through Friday the 20<sup>th</sup>. He said that tickets have been secured for the Commissioners and some of the senior staff.

He then said that in conversation with the NH State Court Administrative division it has been determined that if the County moves forward the acquisition of the 33 Winter Street property the Attorney General's office has said that the existing lease will be re-assigned to the buyer of the new courthouse. This ensures that the financial projections that were used in the initial

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acquisition projections will remain valid and this information was necessary to secure any anticipated bonding.

Coates then related a meeting that is being scheduled with the Harrisville Fire Department to discuss how the County could assist the municipalities such as Harrisville, provide better EMS services by rethinking how services are delivered. One possible solution that will be discussed is the banding together of adjunct towns to pool resources.

Coates said that the Eversource battery project real estate person has been sent the changed contract language that the County insurer Primex proposed and it was accepted. He said that he is asking the Eversource staff to enter discussions directly with Chief of Westmoreland Fire Department to answer any questions that arise concerning the installation of the batteries.

The Register of Deeds was then recognized and she discussed the acquisition of additional shelving to store the documents of the department. As a result of discussion, the Commissioners requested a tour of the Deeds offices be arranged next Wednesday at 8:15 to examine the Registry office and storage areas.

**At 11:24AM there being no further business to discuss, Commissioner Englund moved to adjourn the meeting. The motion to adjourn was seconded by Commissioner Wozmak and upon vote the motion passed unanimously.**

Minutes recorded by:  
R. A. Bouchard, Assistant County Administrator

Reviewed and submitted by:  
R. Englund, Clerk