

MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 1, 2020
County Hall Pursuant to Emergency Order #12 Pursuant to Executive Order 2020-04
This meeting will be conducted electronically.

Conference Call Information
Phone Call-in Number: +1 646 558 8656
Meeting ID: 409 748 8803

Present: Commissioners: Charles Weed, Jack Wozmak and Robert Englund
Staff: County Administrator Coates, Director of Finance Trombly, Department of Corrections Interim Director of Operations Morey, Grant Manager Bansley, IT Director Hummel and Assistant County Administrator Bouchard.
Guests: County Treasurer and Keene City Counselor Terry Clark

At 9:32AM Commissioner Weed opened the meeting and a roll-call of the Commissioners attending the meeting was conducted by County Administrator Coates. Commissioners Weed, Englund and Wozmak responded as "present".

Commissioner Weed then moved to conduct this meeting as an emergency meeting under the relevant provisions of NH RSA 91-A, and consistent with the recommendations contained in Executive Order 2020-04 Order 12 issued by Governor Sununu. Commissioner Wozmak seconded the motion and upon roll-call vote the motion passed unanimously.

Emergency Order #12 Pursuant to Executive Order 2020-04
Temporary modification of public access to meetings under RSA 91-A
Pursuant to Section 18 of Executive Order 2020-04 it is hereby ordered, effective immediately, that:

1. Pursuant to Executive Order 2020-04, paragraph 8 provides: "State and local government bodies are permitted and encouraged to utilize the emergency meeting provisions of RSA 91-A to conduct meetings through electronic means while preserving, to the extent feasible, the public's right to notice of such meetings and ability to observe and listen contemporaneously."
2. Pursuant to Emergency Order #2 issued pursuant to Executive Order 2020-04, gatherings of fifty people or more are prohibited.
3. To implement these orders and recommendations, the requirement in RSA 91-A:2, II 1 (b), that a quorum of a public body be physically present unless immediate action is imperative, is waived for the duration of the State of Emergency declared in Executive Order 2020-04.
4. To further implement these orders and recommendations, the requirement in RSA 91-A:2, II 1(c), that each part of a meeting of a public body be audible or otherwise discernible to the public "at the location specified in the meeting notice as the location of the meeting," is waived for the duration of the State of Emergency declared in Executive Order 2020-04 so long as the public body:
 - Provides public access to the meeting by telephone, with additional access possibilities by

MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 1, 2020
County Hall Pursuant to Emergency Order #12 Pursuant to Executive Order 2020-04
This meeting will be conducted electronically.

Conference Call Information
Phone Call-in Number: +1 646 558 8656
Meeting ID: 409 748 8803

- video or other electronic means;
- Provides public notice of the necessary information for accessing the meeting;
- Provides a mechanism for the public to alert the public body during the meeting if there are problems with access; and
- Adjourns the meeting if the public is unable to access the meeting.

Coates then outlined the rules of the meeting;

1. Public has an opportunity at the beginning of the Commissioners Meeting under “Public Comment” to speak. Community input will not be allowed after that point, unless recognized and allowed by the Chair of the Commissioners.
2. All votes will be Roll Call and when recognized, we are asking that you re-state your name and yes or no
3. If you have a question or motion that you would like to ask to put forward, please state the following, “Mr. Chair, Commissioner (your name) has a question or motion”.
4. If you are having issue hearing the call, please text or call the County Administrator at 603-313-9002.
5. Please mute your phones so background noise won’t interfere with the meeting.
6. This meeting has been posted on our website so that the community, department heads and media can listen into the meeting.
7. This meeting is utilizing a Zoom Platform so listeners can join us via audio or audio/visual.

The Chair opened the meeting at 9:35AM and recognized Grants Manager Bansley who discussed that the Community Arts program is seeking a \$150,000 grant to install sculptures in the road roundabouts in Dublin and Swanzey and eventually in all roundabouts throughout the County. She said that she has been working with the State DOT on approvals for installations which have been granted for both Dublin and Swanzey to date. She outlined the process for meeting the match which is believed to be able to be met by in-kind contributions and discussed how the Communities will seek to be engaged. A discussion of the differences between a rotary and roundabout was discussed.

A discussion about a previous grant for the Restorative Justice was raised and opportunities for other funding are being explored.

Interim Department of Corrections Operations Director Morey was then recognized and discussed that the population is holding level but that the number of sentenced inmates is trending down. He said that this can affect labor in the kitchen which use 3 inmates in the morning and 4 in the evening. He said that one inmate is assigned to the laundry, and two deliver meals to housing pods. He also stated that two are assigned to the cleaning crew and no one assigned to the outside grounds’ maintenance crews any longer. An extended discussion of options for labor was reviewed.

MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 1, 2020
County Hall Pursuant to Emergency Order #12 Pursuant to Executive Order 2020-04
This meeting will be conducted electronically.

Conference Call Information
Phone Call-in Number: +1 646 558 8656
Meeting ID: 409 748 8803

Director Hummel was then recognized to update the Commissioners on the network security status for the County.

Hummel presented the following report:

1. Concentrated threat attacks from June 10-12

Appears to be evenly distributed - no single campus or operation targeted.

Number of attempted attacks:

2020-06-09 = 400k
2020-06-10 = 1.3M
2020-06-11 = 1.6M
2020-06-12 = 900k
2020-06-13 = 320k
2020-06-30 = 460k

2. "Ripple" vulnerability.

Nearly all devices today contain some sort of computer. From a digital thermometer to an HVAC unit to a narcotic's dispensing unit. And the programming code put into those devices is usually licensed from a handful of companies.

Recently, 19 severe flaws were discovered in program code that provides networking communication to devices. This flawed code is present on devices used in a variety of sectors: technology, medical, construction, mining, printing, energy, software, industrial control systems (ICS), telecom, retail, and commerce.

The software flaws that have been disclosed are quite serious - allowing attackers take full control of vulnerable devices on the network.

An analogy would be a company that made bolts and sold them to be incorporated into a wide variety of products discovering that a flaw in its manufacturing would cause the bolt to fail. This would be inconvenient in a desk chair, but quite serious in a medical respirator.

The company that makes the code has notified its customers and issued patches. But this does almost nothing to address the issue of the vulnerable devices that are currently deployed.

Although the company may have notified the manufacturers of the faulty bolt, identifying which products use that bolt, notifying the purchasers (which may include intermediate sellers who

MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 1, 2020
County Hall Pursuant to Emergency Order #12 Pursuant to Executive Order 2020-04
This meeting will be conducted electronically.

Conference Call Information
Phone Call-in Number: +1 646 558 8656
Meeting ID: 409 748 8803

make sub-assemblies), and producing a patch will still take time. At that point, the patches still need to be applied to identified devices.

"The most common types of equipment identified by Forescout to run Treck code are infusion pumps, printers, UPS (uninterruptible power supply) systems, networking equipment, point-of-sale devices, IP cameras, video conferencing systems, building automation devices, and industrial control systems (heating, cooling, door access)."

This exact scenario is why I have taken extraordinary measures to isolate systems such as the HVAC, surveillance cameras, and door control systems at Maplewood and our other facilities from our data networks. The vendors that sell these systems generally install them out of the box and walk away. They perform no maintenance on them and do not patch the systems when problems are discovered. In a significant number of cases, these systems are used as an entry into more valuable networks.

For Cheshire County IT, this means we have a lot of work ahead of us. We have to conduct a review of devices we have that are network connected to determine if they are affected and if a patch is available. Because we have designed our network with as little public-facing exposure as possible, the devices under IT's direct control, even if vulnerable, are less susceptible to a brute force attack. However, devices that we do not have direct control over

3. Work From Home

On short notice, we were able to deploy 40+ systems at the request of administration for WFH at little or no cost. Because this was an emergency, we responded accordingly and produced a response that emphasized speed and ease-of-use. However, the temporary solution we provided is not viable in the longer term. Specifically, keeping the systems updated and secure as they are deployed off-site. This means delivering Windows updates, ensuring that the machines have working anti-virus and other tools designed to keep them as safe as possible in an unsafe environment (people's homes).

Our WFH model is to provide each person a computer system that connects remotely to their current desktop system in their office. Most of our application programs (finance, medical charting, Kronos) do not perform well over slow internet links. Remote connection allows the application to run full-speed on an office computer while sending only pictures of the screen to the home system. In addition, it keeps all the data itself on the internal network.

We are currently working on a longer-term solution to provide access and security.

A review of the current security threats out in the marketplace was completed by Hummel and he spoke of the number of network attack mitigations taking place in place in the County. A review of the return to the office by some remote staff and the impact on the computing equipment

MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 1, 2020
County Hall Pursuant to Emergency Order #12 Pursuant to Executive Order 2020-04
This meeting will be conducted electronically.

Conference Call Information
Phone Call-in Number: +1 646 558 8656
Meeting ID: 409 748 8803

currently distributed was reviewed. The efficiency of working from home was questioned and was discussed at length and the positive and negative aspects of the work-at-home model was reviewed.

An extended discussion of the exponential growth in the use of wireless bandwidth in all facilities was had.

Bansley was then recognized to discuss Master Agenda Item #781: Cheshire County Drug Court SFY21 Grant Agreement. **She asked the Commissioners to vote to accept and sign the grant agreement for a \$300,000 grant from the Office of the New Hampshire Drug Offender Program for operational funds for the Cheshire County Drug Court for state fiscal year of July 1, 2020 to June 30, 2021. Following review and discussion Commissioner Wozmak moved to accept the grant as presented and was seconded the motion and upon roll-call vote the motion passed unanimously.**

S. Trombly was then recognized to discuss Master Agenda Item #782: Investment Option Consideration. She said that in conversation with TD Bank further investment options were reviewed are being contemplated. It was discussed an amount to be determined by the finance director can be transferred to create another banking relationship for the County.

Commissioner Wozmak moved to authorize the Finance Director to place an amount at her discretion with TD Bank to establish an on-going banking relationship and was seconded by Commissioner Weed. Upon roll-call vote the motion passed unanimously.

Administrator Coates was then recognized for the Weekly Operations report.

Coates said that at last week's meeting the System of Care revenue award of \$700K for three years was incorrectly stated and that the actual grant amount is \$1.15M each year for three years. He said that because of the ability to bill for Medicaid services the program should be strongly revenue positive throughout the term of the grant. A discussion of how the program revenue streams are recognized was reviewed. The projected revenue streams in aggregate are approximately \$2.4M per year.

Coates outlined a vision of being able to reallocate some incoming federal revenues towards County community health programs that would not impact taxpayers. Extended discussion began how it would possibly work on a programmatic level and the Commissioners authorized the County Administrator to move forward with the investigation and development of a formal plan.

Coates then said that the office building at 34 West street where the UNH Coop could move to was inspected by the Coop office manager last week. He said that the office manager thought the space would be perfect for their use. Other rental space options in downtown Keene were discussed at some length.

MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 1, 2020
County Hall Pursuant to Emergency Order #12 Pursuant to Executive Order 2020-04
This meeting will be conducted electronically.

Conference Call Information
Phone Call-in Number: +1 646 558 8656
Meeting ID: 409 748 8803

Following review and discussion of options Commissioner Wozmak moved to authorize the staff to negotiate a lease for 1560 sq. ft. in the 34 West Street building for office space for the UNH Cooperative Extension that will then be forwarded to the Delegation for review and approval. Upon roll-call vote the motion passed unanimously.

Coates then discussed a meeting recently held with a local EMS service provider to help them obtain equipment for ambulances to support the local County communities served by the provider. The equipment discussed was ventilators and IV pumps that could be used in ambulances. The total equipment cost is projected to be approximately \$57K. More information around how the equipment would be used will be sought and discussion with the municipalities currently being served will be pursued. It is believed that the federal funding made available for COVID-19 cost reimbursement could be applicable for this use.

Coates then said that the Executive Committee will be meeting on August 3rd at 1:00PM and that a full Delegation meeting will take place on August 10th at 7:00PM. Both meetings will be broadcast via Zoom.

Coates then said that one of the two Air Conditioning unit at the 33 West Street building has had a major failure and is being repaired today. It was initially thought that the entire unit may have to be replaced at a cost of over \$40K but the repair is being completed for approximately \$11K.

Coates then said that a meeting with the Cheshire Medical Center staff that was scheduled for today has been moved to the 14th of July at 4:00PM due to conflicting staff schedules at CMC.

He then informed the Commissioners that a County-wide energy audit with EEI that was begun earlier this year and was put on hold after the COVID-19 outbreak, will start-up again at a meeting on Tuesday the 7th at 9:30AM. The purpose of the meeting is to compete a scoping and implementation plan that can be costed out and the return-on-investment clearly understood.

Coates went on to say that the restoration of the Copula project will also be restarted shortly to determine budgeting numbers so that financing plans can be completed.

Old Business: None

New Business: None

At 12:25PM Pursuant to RSA 91-A:3, II(b) Commissioner Englund moved to enter non-public session to discuss the hiring of any person as a public employee. Commissioner Wozmak seconded the motion and upon roll-call vote the motion passed unanimously.

MINUTES
Cheshire County Commissioners Meeting
Wednesday, July 1, 2020
County Hall Pursuant to Emergency Order #12 Pursuant to Executive Order 2020-04
This meeting will be conducted electronically.

Conference Call Information
Phone Call-in Number: +1 646 558 8656
Meeting ID: 409 748 8803

As a result of deliberations in non-public session a decision was made and vote was taken to offer the position of Superintendent of the Department of Corrections to one of the final candidates.

At 12:57PM Commissioner Weed left the meeting for a previously scheduled appointment.

At 1:01PM upon roll-call vote the Commissioners voted unanimously to return to public session and to seal the results of the non-public meeting for a seven-day period.

Commissioner Wozmak moved to accept the Consent agenda for the Weekly Manifest and the Minutes from the week of June 24, 2020 seconded by Commissioner Englund upon roll-call vote the motion passed unanimously.

At 1:08PM there being no further public business to discuss, Commissioner Englund moved to adjourn and was seconded by Commissioner Wozmak. Upon roll-call vote the motion passed unanimously.

Minutes recorded by:
R. Bouchard, Assistant County Administrator

Reviewed and submitted by:
R. Englund, Clerk