

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, September 02, 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

**Pin #:** 6031233

**Present:** Commissioners: Charles Weed, Jack Wozmak and Robert Englund

**Staff:** County Administrator Coates, HR Director May, and Assistant County Administrator Bouchard.

**Guests:**

At 9:31AM Commissioner Weed opened the meeting and a roll-call of the Commissioners attending the meeting was conducted by County Administrator Coates. Commissioners Weed, Wozmak and Englund and 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
  - 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

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- 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.

At 9:33AM the Chair recognized HR Director May to discuss Master Agenda Item #794: Human Resources Semi-Annual Report.

**May reviewed the following information with the Commissioners.**

**Human Resources Activity 3/01/2020 - 8/31/2020**

**New Hires: 57**

**MNH – 48**

Dietary – 5  
EVS – 15  
Nursing – LNA – 11  
Nursing – Nurse – 1  
Nursing – Ward Aide – 12  
ALF – PCA – 3  
Physical Therapist - 1

**Terminations: 46** (36 Voluntary, 8 Involuntary,  
1 Death & 1 Retirement)

**MNH - 36**

Dietary – 7  
EVS – 3  
Nursing – LNA – 13  
Nursing – Nurse - 1  
Nursing – Ward Aide - 7  
ALF – PCA - 2  
Activities - 1  
Rehab – 1  
Receptionist - 1

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**Keene – 4**

Sheriff – 2

IT – 1

County Atty - 1

**Keene - 1**

County Attorney - 1

**DOC - 9**

CO – 4

Nurse – 1

**DOC – 5**

Correctional Officers - 4

Nurses – 3

Maintenance – 1

Superintendent - 1

- MNH successfully completed another LNA classes in conjunction with LNA Health Careers in June 2020. We graduated 8 students with all 8 passing their State Boards on the 1<sup>st</sup> try. 4 of those students were already with MNH as either a Ward Aide or Housekeeper. The other 4 were from LNA Health Careers; however, we were able to recruit 2 of them during the class.
- We have another class scheduled to begin early October and at this point we have 3 internal staff and 1 external individual interested and working on their application packets. We have had great success in bringing staff on as Ward Aides and then putting them through the LNA class. This allows them to get a feeling for the residents and the facility as a whole prior to taking the class. With the current pandemic DHHS is not allowing outside students into the building for clinicals or classes so we will need to hire anyone as a Ward Aide prior to the class starting so they are considered staff.
- DOC Medical Services is currently well stabilized and are only recruiting for per diem nursing.
- New SARC starting 8/31/2020 to replace Danielle Brown who stepped into Doug Iosue's Case Manager role when he moved to Superintendent.
- Hiring during the COVID-19 pandemic has been challenging to say the least. This month we have seen a slight increase in response to advertising and cold call applicants.
- We are currently offering a \$1,000 sign on bonus for any Ward Aide, LNA or Nurse that comes on board full time at MNH. Paid out as follows: \$200 at 3 months, \$200 at 6 months and \$600 at 1 year.

A lengthy discussion around hiring and retention of staff at the nursing home began.

Coates then asked the Clerk of the Board of Commissioners, Commissioner Englund to sign the State MS-45. This form is completed annually to report the county's financial statements to the Department of Revenue. This form needs to be reviewed by the Commissioners and signed by the Clerk of the Board of Commissioners. Commissioner Englund then reviewed and signed the document.

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Coates was then recognized for the Weekly Operations report.

Coates then said that on September 3<sup>rd</sup> Margaret Burns, the Executive Director of the NH Municipal Association, will conduct an overview of the taxes collected by the municipalities.

He then said that high dose flu shots for the staff and Commissioners will be available during the time that shots are given out to the nursing home residents. Commissioner Englund asked about the availability of Shingles vaccines and Coates said that it is available for nursing home residents upon request.

Coates then discussed the federal payroll social security tax holiday and said that after review it was decided not to proceed with the program in the County as it would require anyone that goes onto the program to pay double the payroll tax (12.4%) starting in January and running through to April of 2021 to make up for the four months this year that the tax would not be deducted.

He then said that the work to qualify for the Primex insurance 2.5% discount has been completed and is now in effect for the coming year. He stated that a new element of qualifying for the program is to have a cybersecurity program in place.

Coates then related to the Commissioners that he has been in touch with Senator Sheehan's office concerning the use of CARES monies for FICA reimbursement to the County. Sheehan office will notify him when they receive a clarity from the federal government on how this can be done. He also said that it is expected that a resolution for CARES II funding will be presented to the Senate by the end of this month.

Coates said that the Commissioners and some senior staff have been signed-up for the Radically Rural and the NH Association of Counties sessions that will take place via Zoom this year.

Coates said that a follow-up meeting with the County Attorney on the hiring of a Restorative Justice / Victim Witness Director will take place and that a number of qualified candidates have been identified.

He then said that he and Commissioner Wozmak spoke with the Sheriff's department concerning the growing need to replace aging Dispatch county-wide radio infrastructure. It is anticipated that the capital plan cost will be about \$2M spread over about five years. He went on to say that the use of grants could decrease the overall costs.

Coates then discussed the Federal Medical Assistance Percentage (FMAP) funding that States must ensure they can fund their share of Medicaid expenditures for the care and services at nursing homes. He said that there is still much confusion and many questions as to how the program actually works and that

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the NH Association of Counties is collecting questions and concerns to submit to the NH Department of Health and Human Services.

He then discussed the daily COVID-19 meeting that he attends and said that the trends of infections are going down and has dropped by about 50% in the last month.

Old Business: None

New Business: Commissioner Englund asked about town sharing of equipment for public works use and asked if any of the Counties provides equipment to loan to towns. Commissioner Wozmak explained how this has been looked at extensively over the last 20 years and nothing has ever been able to be made workable for all of the interested parties.

Commissioner Weed discussed the upcoming NHAC conference and said that contacts are being made.

**Commissioner Englund moved to accept the Consent agenda for the Weekly Manifest and the Minutes from the week of July 29, 2020, the motion was seconded by Commissioner Wozmak and upon roll-call vote the motion passed unanimously.**

**At 10:34AM 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