

MINUTES
Cheshire County Commissioners Meeting
Wednesday, February 24, 2021
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: Jack Wozmak, Robert Englund, and Terry Clark
Staff: County Administrator Coates, Finance Director Trombly, HR Director May, DOC Superintendent Iosue, Grants Manager Bansley, Maplewood Facilities Director Harrison, and Assistant County Administrator Bouchard.
Guest(s): James Weatherly of the Southwest Regional Planning Commission (SWRPC)

At 8:30 AM, Commissioner Wozmak opened the meeting, and County Administrator Coates conducted a roll-call of the Commissioners attending the meeting. Commissioners Englund and Clark responded as "present."

Commissioner Wozmak 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 Englund 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 is 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 problems with access; and

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- Adjourns the session if the public is unable to access the meeting.

Coates then outlined the rules of the meeting.

1. The 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 issues 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 to the meeting.
7. This meeting is utilizing a Zoom Platform so listeners can join us via audio or audio/visual.

At 8:33 AM, the Chair opened the meeting and recognized HR Director May. She discussed two employees who requested a non-paid leave of absence—one for a Maplewood employee and one for a System of Care employee.

Following a review of the request details, Commissioner Wozmak moved to authorize the leaves of absence for both employees, and Commissioner Englund seconded the motion. Upon roll call vote, the motion passed unanimously.

May then introduced Tanya Senior as the new Human Resources Generalist/Recruiter who has started full time. She said that Senior would be meeting with some of the department heads in the coming weeks.

Master Agenda Item #855: RFP for Two Vehicles for Maplewood Nursing Home – B. Harrison
Action Expected: To review and authorize the purchase of two new Subaru Foresters for residents and staff transportation at the Maplewood Nursing Home.

Harrison was then recognized and reviewed the proposed purchase of two (2) Subaru Foresters to replace the current Ford Escapes with over 120,000 miles on both vehicles.

A discussion ensued about the vehicles' choice and one vehicles' movement to the Department of Correction. The other would be traded-in against the purchase of the new Forester's.

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Harrison provided the following bids received and recommended the Milford Subaru bid based on the lowest cost.

PROJECT	COMPANY	COMPANY	COMPANY	COMPANY
(2) Resident Transport Vehicle replacement	Subaru of Keene	Milford Subaru	Brattleboro Subaru	
BUDGET \$	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT
\$56,000	\$49,474	\$47,980	\$49,198	
Trade In Value Offered	-\$500	-\$2,500	-\$1,000	
Bid minus trade	\$48,974	\$45,480	\$48,198	
Vehicle meets spec's: 2021 Subaru Forester preferred	Yes	Yes	Yes	
Warranty	3 year / 36,000 mile bumper to bumper	3 year / 36,000 mile bumper to bumper	3 year / 36,000 mile bumper to bumper	
Bid forms complete	Yes	Yes	No	
Optional all weather floor liners and splash guards	Included	Included	Included	
New Graphics - estimate \$500 each	\$1,000	\$1,000	\$1,000	
Estimated Total	\$49,974	\$46,480	\$49,198	

Following discussions, Commissioner Wozmak moved to authorize the purchase of the two new Subaru Foresters for Maplewood from Milford Subaru for \$46,480.00. Commissioner Englund seconded the motion, and upon vote, the motion passed unanimously

Master Agenda Item #867: Vaccine Incentives – Department of Corrections (DOC) was then taken-up for discussion, and Superintendent Iosue was recognized. Iosue reviewed a program that he was contemplating implementing to incentivize staff members' vaccinations at the DOC facility.

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Superintendent Iosue outlined a proposal of offering a raffle to the DOC employees to win a day off to receive COVID-19 vaccinations or a day if they had already received the vaccine.

Commissioner Wozmak spoke about his concern that vaccinations should not be optional but mandatory given the work environment and the possible risk to other staff and inmates. A discussion began about options that could be offered that maintain conformance with existing County policies. A question was asked if the medical staff has addressed the issue with the employees. In response to a question from the Commissioners, Iosue stated that about 18% of the staff were not planning to get vaccinated, and another 18% is on the fence.

The Commissioner's expressed their joint reluctance to implement a program such as is being proposed. It was re-emphasized that vaccinations should probably be required, especially for new hires.

A discussion then started about the Maplewood Nursing Home's vaccine incentive program that CMS funds. The funding provided over \$150,000 in incentives to enable the staff to get COVID-19 shots. The difference between infectious and non-infectious diseases began, and it was agreed to study the issue further.

The County Administrator was then tasked with polling the department managers to obtain a consensus on the advisability of mandatory vaccines for new hires.

Master Agenda Item #857: CDBG Microenterprise CARES Act Environmental Forms was then taken-up for review. Bansley was then recognized and recommended that James Weatherly of SWRPC in attendance at the meeting address the Micro-Grant program changes that will require environmental review forms in the future.

Weatherly said that the federal government's new rules now require over one hundred environmental documents to be reviewed and signed for the Micro-Enterprise participants funded by the CARES Act. He suggested that the Commissioners authorize SWRPC to work directly with the County Administrator on handling the document review and authorization.

After questions, Commissioner Wozmak moved to authorize County Administrator Christopher C. Coates to sign environmental review forms concerning this grant as the authorizing official and was seconded by Commissioner Clark. Upon roll call vote, the motion passed unanimously.

Bansley was then recognized to discuss Master Agenda Item #858: Grants semi-annual review
Action Expected: To receive as informational the Grants department activities status for the preceding six months.

Bansley highlighted the following information for the Commissioners.

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Semi-annual Report to Commissioners
February 24, 2021

Management – 41 grant agreements (see attachment)

- \$13.6 million award value
- 14 new awards at \$5.7 million
- \$2.7 million revenue this year
- \$147k indirect this year
- \$122,941 department expenses this year
- 2,099% ROI = (grant revenue - grant dept expenses) / grant dept expenses

Writing – 20 written in 2020 (see attachment)

Sixteen (16) submitted (and not withdrawn) – Fifteen (15) funded

- Homeland – Repeaters \$174,592
- Safe and Active Community grant for in-kind only
- SOC Expansion \$4,000,000
- Victim Witness (VOCA) SFY21-22 \$100,000
- DOT 5310 POS SFY21 \$163,333
- EMPG-Uninterrupted Power Source \$17,285
- Bulletproof FFY2020 \$2,185
- GOFERR-Municipal & County Payments \$459,426
- Drug Court - State Grant SFY21 \$300,000
- DOJ Coronavirus Emergency \$58,008
- FEMA Public Assistance Program \$8,590
- JAG FFY20 \$11,016
- DV Prosecutor (VAWA/STOP) CY21 \$30,000
- C&S Printing for in-kind only
- NHCHF-Food System Planning \$20,000
- 1 denied
- HRSA Opioid Response 2020 \$1,000,000

Four (4) currently pending

- EDA CARES Act \$300,000 (w/\$143,854 match)
- TD Foundation - Housing for COVID affected \$250,000
- Homeland - Access Control \$167,949
- Homeland - Backhaul Upgrade \$224,934

Four (4) applications in process

- DOT POS SFYs22-23 \$326,666 (w/\$81,666 match)

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- Drug Court Expansion \$625,000 (w/\$167,000 match)
- HRSA Opioid Response Implementation \$1,000,000
- VOCA SFY22 \$50,000 (w/\$12,500 match)

93% win rate (funded ÷ submitted)

Searching – 2 projects

- Alternative policing methods
- Emergency medical services collaborative

Latest projects

- Major revisions to county grant agreement templates

Successes

- Navigating complex, rapidly changing COVID funding

Challenges

- DOJ's transition to new grants management system and cash transaction system
- Getting feedback when circulating drafts for proofreading
- Collecting in-kind documentation for SOC

Trends/News

- Minor, though notable changes to Uniformed Grant Guidance
- FEMA to reimburse COVID at 100%
- Diversity training allowed on federal grants

On-going grant programs

- County: SOC, drug court, DV prosecutor, VOCA, JAG, BPV
- Fiscal: PHN, GMMRC, DOT/MRCC, CDBG micro

Assistance provided in 2020

- Cheshire County Restorative Justice Program
- Marlborough Library
- Cheshire Fairgrounds
- River Valley Community College
- Keene Skatepark
- Symonds Elementary School's ARC collaborative

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As of December 31, 2020	Award 2018	Award 2019	Award 2020	Revenue 2018	Revenue 2019	Revenue 2020	QTY 2018	QTY 2019	QTY 2020	2018 % Rev	2019 % Rev	2020 % Rev
Total Grants:	\$ 8,399,499	\$ 9,371,279	\$ 13,642,829	\$ 2,380,412	\$ 3,377,689	\$ 2,704,071	37	40	41	100%	100%	100%
Grants with Allowable Admin Fee:	\$ 532,533	\$ 590,542	\$ 777,560	\$ 120,459	\$ 140,610	\$ 147,191	33	34	34	5%	4%	5%
County Grants:	\$ 5,807,239	\$ 5,549,859	\$ 9,795,070	\$ 1,529,904	\$ 1,965,861	\$ 1,602,303	20	19	22	64%	58%	59%
Fiscal Agent / Non-county:	\$ 2,592,261	\$ 3,821,421	\$ 3,847,759	\$ 850,507	\$ 1,411,828	\$ 1,101,768	17	22	20	36%	42%	41%
Federal Grants:	\$ 4,034,607	\$ 4,232,155	\$ 8,215,792	\$ 943,350	\$ 1,189,871	\$ 1,185,845	6	7	9	40%	35%	44%
Federal Pass Thru NH:	\$ 3,168,697	\$ 4,068,033	\$ 4,376,418	\$ 943,385	\$ 1,511,045	\$ 1,200,525	21	23	23	40%	45%	44%
State of NH:	\$ 1,048,495	\$ 954,892	\$ 972,043	\$ 382,638	\$ 621,738	\$ 312,627	5	5	5	16%	18%	12%
Private:	\$ 147,700	\$ 116,200	\$ 78,575	\$ 111,038	\$ 55,036	\$ 5,075	5	6	5	5%	2%	0%
Active:	\$ 6,363,167	\$ 7,847,099	\$ 11,111,296	\$ 1,610,425	\$ 2,636,537	\$ 1,858,365	23	27	26	68%	78%	69%
Closed this year:	\$ 2,036,332	\$ 1,524,180	\$ 2,531,532	\$ 769,986	\$ 740,952	\$ 845,507	14	13	15	32%	22%	31%
New this year:	\$ 1,435,539	\$ 3,129,755	\$ 5,723,541	\$ 308,765	\$ 1,099,257	\$ 613,219	13	16	14	13%	33%	23%

Bansley then reviewed the chart above and pointed out that the County now has grants valued at \$13,642,829 under management.

Bansley said that she had spent more time writing grants in the past year because she could rely on her assistant to handle much of the grants management, financial and administrative work. She said that she wrote and submitted twenty (20) applications and received funding for fifteen (15) of the submittals.

A discussion about Emergency Management System (EMS) funding sources started, and the meeting participants reviewed several possible funding origins. The local EMS vs. national needs were examined in detail, and it was discussed that there are almost no grants available for brick and mortar projects or operational funding needs.

The Commissioners commended Bansley for her excellent work and said several other possible projects need to be discussed to ascertain if any grant funding is available.

Administrator Coates was then recognized for the Weekly Operations report.

Coates discussed the Cash Vest program that was presented at last week's meeting. Coates said that the contract was pretty straightforward and handed out the proposed contract document to the Commissioners for review.

Commissioner Wozmak said that he was concerned that the work needed to implement the program by the finance department was a concern given how busy the department staff is already. Trombly said that if the Commissioners authorized the plan, the finance staff would be prepared to implement it in about a month.

Following more discussion, it was decided to take up the topic during next week's meeting again before proceeding.

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Trombly was recognized for the overview of the financial end-of-year report. She provided documents to the Commissioners for review and highlighted several areas for the Commissioners to look at in the documents in preparation for next week's discussions.

Coates then discussed a Carbon Cash Back letter supporting the program will be reviewed by the Commissioners next week and then sent to the house and senate members following their approvals.

Coates then said that he and the finance director, the nursing home administrator, and the HR director are meeting on staffing issues at the Nursing Home. He said that conversations are on-going to try to fill the needed critical positions and to improve retention. Coates related many things under consideration to improve and innovate, allowing more flexibility in work hours and other accommodations necessary to retain good staff members.

Coates then said that three (3) union contract negotiations would occur this year, and he wanted to bring it up now to keep it on the Commissioner's agenda. He said that the unions' engagement letter(s) would be received sometime in late July.

He then said that he has a meeting today with Sullivan County to discuss engagement with the two Counties' correction departments. A working relationship to exchange and extend services for inmates is the focus of the discussion.

Old Business: None

New Business:

1. The signing of the Audit Governance Questionnaire – Trombly presented the letter for signature, and it was signed.
2. The signing of the Sheriff's Department Annual Equitable Agreement and Certification document.
– Bouchard said that the letter would be signed by the Chair later this afternoon.

Trombly then said that she wanted to make the Commissioners aware that the Post Office did not deliver a batch of checks submitted in the February 11th check run. Vendors have not received about 60 checks in the set. She said that the local Post Office is investigating where the checks were sent for processing. If the checks do not arrive in the next day or so, new checks will have to be issued.

Consent Agenda: Minutes of 02/17/2021 and Manifests for the week. Commissioner Clark moved the consent agenda and was seconded by Commissioner Englund. The motion passed with unanimous consent upon roll call vote.

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General Discussion: None

At 10:41 AM, there being no further public business to conduct, Commissioner Clark moved to adjourn the meeting and was seconded by Commissioner Englund. Upon roll call vote, the motion passed unanimously.

Minutes recorded by:
Assistant County Administrator Bouchard

Reviewed and submitted by:
T. Clark, Clerk