



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
January 8, 2020 at 8:30am

## Present:

Commissioner St. James, Chair	Jude Gates, Director of Facilities, Planning & IT
Commissioner Tombarello, Vice Chair	Chuck Massahos, High Sheriff
Commissioner Coyle, Clerk	Steven Woods, Long Term Care Services Director
Stephen Church, Corrections Superintendent	Charles Nickerson, Finance Director
Patricia Conway, County Attorney	Alison Kivikoski, Human Resources Director
Chuck Massahos, High Sheriff	Chief Deputy Albert Brackett, Sheriff's Office
Brenda Santos, Senior Executive Assistant	

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:35am.

Commissioner St. James asked for a round of applause in recognition for Legal Assistants and Victims Witness Advocates and thanked them for the work they do over at the courthouse.

## II. RFP Openings/Awards

- Open: Security Check System (Department of Corrections)

Opened proposals from Radianse, Dynamic Imaging Systems, and Guard 1 by Timekeeping Systems

**Moved:** Commissioner Tombarello moved to authorize the Corrections Superintendent to review, evaluate the proposals and return with recommendation for Security Check System. Commissioner Coyle seconded. All voted in favor.

- Award: Ammunition (Sheriff's Office)

**Moved:** Commissioner Tombarello moved to award Ammunition proposal to Eagle Point Gun/T.J. Morris and Son, in amount of \$7,587.80, as recommended by the High Sheriff. Commissioner Coyle seconded. All voted in favor.

## III. Consent Agenda

1. Minutes: December 31, 2019 (Commissioners Office)  
To approve December 31, 2019 meeting minutes.
2. Payroll (Finance)  
To approve payroll in the amount of \$1 198,260.27 period ending January 4, 2020.

**Moved:** Commissioner Coyle moved to approve Consent Agenda. Commissioner Tombarello seconded.. All voted in favor.

## IV. Reports

Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle reported the inmate count at the jail was at about 143. He noted Corrections was in the middle of PREA inspection. Superintendent Church said the inspection is a six (6) to eight (8) week process and the cost to the County is under \$5,000.

Commissioner St. James in speaking with Steven Woods about UNH's intern program said because there is no pay that goes along, they were not interested. He asked about the policy on payment of interns. Chief Deputy Brackett and County Attorney Conway both said they use interns and they are not paid.

Director Kivikoski gave clarification to the intern program and said it has to go through the DOL. She gave particulars on how it has to be filed first with DOL and there is a contract that must be signed. Director Kivikoski noted after a certain period, the school has to resubmit and be approved by DOL. She gave notice she is currently working on this and that DOL knows they are on the radar. She will bring forward later.

- POW/MIA – Chair of Honor; Discussion on Ceremony Date

Commissioner St. James gave praise to Commissioner Tombarello, Director Woods and Bill Connolly for the wonderful job they have done with putting this together. Commissioner Tombarello suggested January 22, 2020 for the ceremony date, and to change the Board of Commissioners meeting to a later time. It was agreed Wednesday, January 22, 2020 at 6:00pm will be the date and time for the ceremony and the Commissioners meeting for that day will be changed to 4:00pm. Commissioner Tombarello asked everyone to contact Brenda Santos on how many wish to attend this celebration. He gave a “Thank You” to all.

#### Human Resources – Alison Kivikoski, Director

- 2020 Winter Season Discount ticket Program

**Moved:** Commissioner Coyle moved to approve employee discount/consignment ticket agreements with Bretton Woods, Loon, Pats Peak, and Waterville Valley for the 2020 winter season at no cost to the County, and authorize the Director of Human Resources to sign all necessary documents, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. All voted in favor.

- Position Description – Floor Maintenance & Laundry Supervisor (Long Term Care Services)

**Moved:** Commissioner Coyle moved to approve Position Description Floor Maintenance and Laundry Supervisor for the Long Term Care Services Environmental Services Department, effective January 8, 2020, as recommended by the Director of Human Resources and Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

#### Long Term Care Services – Steven Woods, Director/Administrator

- Adult Medical Day Care Services – Payout Update – November 2019 YTD  
For informational purposes.
- Parkland Medical Center Facility-Transfer Agreement 01/01/2020 – 12/31/2022

**Moved:** Commissioner Coyle moved to review and approve the Parkland Medical Center Facility Transfer Agreement, term January 1, 2020 to December 31, 2022 (three (3) years), and authorize the chair to sign, pending risk review recommendations and legal review (yes), as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

- Walk-In: Leave Without Pay, Leave of Absence Request

**Moved:** Commissioner Coyle moved to approve Leave with/without Pay-Leave of Absence request for a Long Term Care Services employee (J.B.), leave time from 12/21/2019 to 01/31/2020 as recommended by the Director of Human Resources and Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

- Successful Eyeglass Donation Drive-Carriage Towne News Article 12/26/2019

#### **V. New Business / Old Business**

- Lang Property-Discussion

The Commissioners went over the questions asked of Real Estate Agent Pam Chaffee regarding the Lang Property.

- Termination 2020 Agreement for Prosecution Services: Hampton Falls (County Attorney)

**Moved:** Commissioner Coyle moved to approve and accept notice of termination of 2020 Agreement for Prosecution Services, as of January 1, 2020 the Town of Hampton Falls will no longer be utilizing prosecution services through the Rockingham County Attorney, as recommended by the County Attorney. Commissioner Tombarello seconded. All voted in favor.

- IDN - Fund Balance Analysis (Finance)

Charles Nickerson gave explanation on what the impact of a potential supplemental appropriation would have on unassigned fund balance. Commissioner Coyle stated 10 million unassigned fund balance gives him concern with the resulting fund balance for a budget of 80 million. Director Nickerson noted 5.9 million was put in this year's budget as assigned fund over balance.

Commissioner St. James said his intent was to bring the Officers and the Commissioners together with the Governor on what to do.

Commissioner Tombarello said he would not support what they are asking and said he would be in agreement with what we gave last year. He was discouraged to see the NHAC sent an e-mail that did not accurately reflect what resulted from the meeting Rockingham County had on the IDN funding. He said he would support \$669,235, which is the amount for 2018 from Rockingham.

After a brief discussion, it was decided the following dates would be offered as proposed meetings with the Governor: January 31, 2020 at 9:00am or 4:00pm or February 3, 2020 9:00am. or 4:00pm. Brenda Santos will coordinate with D. J. Bettencourt a date.

Director Nickerson then reported his department had two (2) very long days with check printing in Kronos and thanked everyone that worked diligently and hard on this process. He gave notice that NEIS, an auditing company, will be here on the 17<sup>th</sup> to go over the years for 2018 and 2019. He then said his department would be sending out another flyer about the changes in the check. There will be people available to answer questions in the employee café next week. If he feels there is a need for DOL to return, he will have them back to answer questions.

Director Kivikoski had a meeting with Director of Nursing McCarty and Superintendent Church and gave notice she is working with Nick Manolis on in house training for supervisor in nursing and other positions in Corrections. She said Carroll County is currently using this training and Grafton County Commissioners have recently given their approval as well

Superintendent Church is working through the PREA audit.

Director Gates noted the space allocation meeting is being set up for next week. She reported it has been a rough week with illnesses in her department.

County Attorney Conway reported several employees at her office have been stricken with pneumonia. She spoke of an AFA trial in which a family has turned against the victim. She had attorneys offer support for the victim at the hearing voluntarily.

Director Woods was happy to announce Donna Roe has passed her testing and has received her Gerontology Certification.

## **VI. Public Comment**

## **VII. Commissioners Non-Public Session**

**Moved:** Commissioner St. James moved go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 9:14am. Commissioner Tombarello seconded. All voted in favor.

**Moved:** Commissioner Coyle moved to go out of non-public session at 10:30am. Commissioner Tombarello seconded. All voted in favor.

**VIII. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 10:30am. . Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

Received by \_\_\_\_\_



Kevin Coyle, Clerk-Rockingham County Commissioner



## Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
January 15, 2020 at 3:00pm

### Present:

Commissioner St. James, Chair	Jude Gates, Director of Facilities, Planning & IT
Commissioner Tombarello, Vice Chair	Chuck Massahos, High Sheriff
Commissioner Coyle, Clerk	Steven Woods, Long Term Care Services Director
Major Dave Consentino, Assistant Superintendent	Charles Nickerson, Finance Director
Patricia Conway, County Attorney	Alison Kivikoski, Human Resources Director
Chuck Massahos, High Sheriff	Chief Deputy Albert Brackett, Sheriff's Office
Brenda Santos, Senior Executive Assistant	Jake O'Dougherty, Genesis Healthcare
Jessica Kelly, HealthPro Heritage	Linda Senecal, HealthPro Heritage
Jennifer Beers, Lawson Group	Marian Maxwell, Lawson Group

### I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 3:00pm

Commissioner St. James gave recognition to the Nursing staff for providing the best care around every day and asked for a round of applause to them.

### II. RFP Openings/Awards

- Open Rehabilitation Services (Long Term Care Services)  
Open proposals from Genesis Healthcare, RehabCare, Select Rehabilitation, Synertex Rehabilitation, Functional Pathway, Encore Rehabilitation Services, and HealthPro Heritage.

**Moved:** Commissioner Coyle moved to authorize the Director of Long Term Care Services to review, evaluate the proposals and return with recommendation for Rehabilitation Services. Commissioner Tombarello seconded. All voted in favor.

*Jake O'Dougherty, Jessica Kelly and Linda Senecal left the meeting to review the RFP openings for Rehabilitation Services at 3:08pm.*

### III. Consent Agenda

1. Minutes: January 8, 2020 (Commissioners Office)  
To approve January 8, 2020 meeting minutes.
2. Warrants (Finance)  
To approve Departmental Warrants T200365, T200403, T200412, T200413, T200464, T200540, T200561, T200564, T200573, T200574, T200582 totaling \$375,218.41; Departmental Warrants Entered by Finance T200595, T200596, T200598, T200599, T200602, T200603, T200604, T200605 totaling \$388,548.79; AP Wire Payments T200600, T200601 totaling \$2,517,600.13; Payroll Warrants 1226MR, 1231CR, 1231MR, 1/6/2020, 1/9/2020, 1/9/2020, 1/10/2020, 1/13/2020 totaling \$38,675.35; General Ledger Warrants GL20276, GL20378, GL20382 totaling \$415.00; AutoPayments Full amount previously approved by BOC T200009 totaling \$1,455.00; General Ledger Warrants Continued GL20392 totaling \$150.50; Grand Total \$3,322,063.18
3. Census Report – December 2019 (Long Term Care Services)  
For informational purposes.
4. Population Report (Department of Corrections)  
For informational purposes.
5. Rockingham County Monthly Turnover Report (Human Resources)  
For informational purposes.

**Moved:** Commissioner Coyle moved to approved Consent Agenda. Commissioner Tombarello seconded. Commissioner St. James inquired about exit interviews. Director Kivikoski gave notice she was working on this and will bring forward later.

#### IV. Reports

##### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle said he has not heard from Department of Corrections this week, but has received notification that all was well in Human Resources.

Commissioner Tombarello acknowledged the receipt of payment from 3-Ponds and that they have picked up additional land and will be adding thirteen (13) more homes. Director Gates noted they have not reached out for additional water from the County, as this was not on the agreement. She reported they are paying \$1,000 per hookup. She gave reminder that as part of the agreement the water costs will be reviewed every year.

- Amex Renewal

It was agreed Commissioner Tombarello's name will remain on the American Express card for the Rockingham County Commissioners. Brenda Santos will work with Director Nickerson on the renewal of the card.

##### Corrections – Stephen Church, Superintendent

- Inmate Administrative Transfers Report - #20200054

**Moved:** Commissioner Tombarello moved to approve Inmate Administrative Transfers Report, inmate number 20200054 from Belknap County on January 8, 2020, as recommended by the Corrections Superintendent and Assistant Superintendent. Commissioner Coyle seconded. All voted in favor.

##### County Attorney's Office – Patricia Conway, County Attorney

- Walk-in: Exception Request Pursuant to Personnel Policies and Procedures 6-7; Promotion Rate

County Attorney Conway said she spoke with Human Resources on this and feels that this attorney, with her work experience and knowledge, has proven to have this position.

**Moved:** Commissioner Coyle moved to approved Exception Request pursuant to Personnel Policies and Procedures 6-7; for an employee of the County Attorney's Office (M.F.), promoting Melissa Fales to Deputy County Attorney at a biweekly rate of \$3,230.29 (\$83,987.54 annually), as recommended by the County Attorney and Director of Human Resources. Commissioner Tombarello seconded. All voted in favor.

Commissioner Tombarello made reminder of the POW/MIA Chair of Honor ceremony next week on the 22nd and asked everyone present to try to be there. He said this chair will be here forever.

##### Human Resources – Alison Kivikoski, Director

- Lawson Group – Update

Director Kivikoski explained this is related to our Workers Compensation claims.

Updates on claims status, financials and how we are trending will be given by the Lawson Group Present before the Board were Jennifer Beers and Marian Mitchell of the Lawson Group. They went over the hand-outs they presented on Safety Analysis, Count Comparisons, Incurred Comparison on claim loss dates between 01/01/2019 and 12/31/2019 and as-of date =01/13/2020 and 01/01/2017 and 12/31/2019 and as-of date – 01/13/2020, and CareWorks Summary Savings Analysis COM-SIGMA: COMP-SIGMA from 01/01/2018 to 12/31/2019 and from 01/01/2019 to 12/31/2019. Marian noted most claims are from the Nursing Home followed by the Sheriff's Department. When asked about last year's Sheriff's claims, Jennifer Beers said they were mostly slips and falls. Marian stated that overall; these reports do show a savings of

approximately 32%. Jennifer and Marian agreed to prepare a breakdown on the claims by department at the request of Chief Deputy Brackett and the Directors.

*Marian Mitchell and Jennifer Beers left the meeting at 3:31 pm.*

Long Term Care Services – Steven Woods, Director/Administrator

- Leave With/Without Pay – Leave of Absence Request

**Moved:** Commissioner Coyle moved to approve Leave With Pay– Leave of Absence Request for a Long Term Care Services employee (J.P.), from January 23, 2020 to January 31, 2020, as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner Tombarello seconded. All voted in favor.

- Adult Medical Day Care (AMDC) Grant Request – Seaside Elderly Day Out Center

**Moved:** Commissioner Coyle moved to approve Adult Medical Day Care (AMDC) Grant Request dated January 8, 2020 from Seaside Elderly Day Out Center, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. Commissioner Tombarello asked are we paying his wife to stay home and not go to the program. It was clarified she will go to the daycare one more day and keep her home so she does not go to long term. All voted in favor.

- Generations Geriatric Mental Health Psychiatric Service Agreement 04/01/2020 – 03/31-2023

**Moved:** Commissioner Coyle moved to approve Generations Geriatric Mental Health Psychiatric Service Agreement, term April 1, 2020 to March 31, 2023, pending risk and legal review, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

- Glendale Senior Dining – Name Change

Director Woods noted the name change is a DBA. Director Nickerson said if a DBA is added to the name, they must provide a COI every year.

Sheriff's Office – Charles Massahos, High Sheriff

- Exception Request – New Hire Benefits Enrollment Deadline

**Moved:** Commissioner St. James moved to approve Exception Request to the 30 day deadline; New Hire Benefits Enrollment Deadline, to enroll herself and her spouse in the Allegiant Care benefits plan, for an employee of the Sheriff's Office (S.K-C), Allegiant has confirmed they would accept the enrollment if the County approves, as requested of the employee. Commissioner Tombarello seconded. Director Kivikoski said in accordance to the PPP we have a 10-day requirement and the County has extended a 30-day period. She said she does not want to set a precedence as this employee had enough time and now defers to the board. Director Nickerson noted he would defer. Discussion ensued. Chief Deputy Brackett said he understands she could have completed her paperwork sooner, and noted the sickness she had in her family and asked if the Board would give approval to the Exception Request. Further discussion. Commissioner St. James called for a vote: Commissioner Tombarello voted yes, Commissioner Coyle voted yes, and Commissioner St. James opposed. Motion approved.

*Jake O'Doughery, Jessica Kelly and Linda Senecal returned the RFP openings for Rehabilitation Services at 3:30pm and left the meeting.*

## V. New Business / Old Business

Director Woods said the Christmas trees are coming down. He reported Director Kivikoski, Director of Nursing McCarty and he went to Concord/Pembroke on the program for the growth of LNA's and the seed money to get this going. He said there would be a survey going out to all the Nursing Homes to see what their needs are.

County Attorney Conway said her office is down a few positions and managing well. She has posted the Lead Attorney position. She has a few people that may be ready from the office and will have some external candidate. She looked at the NH Bar Association advertisement and asked if the ad could be made more

appealing. Discussion ensued. County Attorney Conway spoke of the trials going on and a successful plea for tomorrow. She had issues with her computers yesterday for a few hours and they are currently fixed.

Director Kivikoski noted they are working on Kronos payroll with the new conversion and have a few things to modify and thanked Finance for all their help. She is working collaboratively with Finance and will do a walk around to the departments about the changes that have to occur.

Director Kivikoski gave recognition to Director Nickerson as he will be attending the HR affiliate groups on Friday, after the NHAC meeting, on the DOL changes. She said he would give explanation on those changes for the other counties.

Commissioner Coyle asked what time the NHAC meeting is scheduled. Commissioner Tombarello said 10am.

Director Kivikoski said her department is working on the applicant tracking RFP, running references and will bring a recommendation to the board. She reported, under the DOL we have to meet the requirements on applications. Assistant Superintendent Consentino asked if someone applies repeatedly if he can block them, because they never show up. Director Kivikoski said with the applicant tracking it will give them an identifier and will prevent this. He said hiring is a challenge.

Assistant Superintendent Consentino noted the inmate count was at 160.

High Sheriff Massahos noted they have received \$55,000 for a six (6) month Department of Safety Grant, which will give additional support to eleven (11) towns and twenty-two (22) officers.

Director Gates gave notice of a Transfer Request to purchase a hot water heat exchanger (one of the two have failed). She said they will not honor the warranty because they said there was debris in the line. The exchanger is located in Fernald Mechanical. She was happy to report no more flu in her department.

Director Nickerson said they are working on fine-tuning in Kronos. He gave a thank you to the departments and their patience with some pay issues. He noted Shannon from Kronos has been excellent to work with. Director Nickerson spoke briefly on the SAM.gov site and that the County's registration has been renewed. He was happy to report no more flu in his department.

Commissioner Coyle spoke to Representative Milz and O'Connor and they were in agreement with getting the bond money now while the interest rates were significantly low. He asked can we get a vote ready for the next session. Director Nickerson agreed, and said for the next budget cycle the first payment would not be due until August 2021. He said he would do up the vote for the bond. It was agreed to go forward on the vote. Director Nickerson said his goal would be that it would be going on a 29/30 year max repayment period on the building.

## VI. Public Comment

## VII. Commissioners Non-Public Session

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 4:07am. Commissioner Tombarello seconded. All voted in favor.

**Moved:** Commissioner Tombarello moved to go out of non-public session at 4:27pm. Commissioner St. James seconded. All voted in favor.

## VIII. Adjourn

**Moved:** Commissioner Coyle moved to adjourn at 4:31pm. Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

Received by \_\_\_\_\_

  
Kevin Coyle, Clerk-Rockingham County Commissioner





# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
January 22, 2020 at 4:00pm

## Present

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Major Dave Consentino, Assistant Superintendent  
Alison Kivikoski, Human Resources Director

Jude Gates, Director of Facilities, Planning & IT  
Cathy Stacey, Register of Deeds  
Steven Woods, Long Term Care Services Director  
Charles Nickerson, Finance Director  
Brenda Santos, Senior Executive Assistant

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 4:01pm.

Commissioner St. James gave recognition to the time and effort Commissioner Tombarello has given to the coordination and completion of the POW/MIA "Chair of Honor" memorial and asked for a round of applause. He noted the ceremony will take place this evening at 6:00pm outside the Atrium entrance.

## II. Consent Agenda

1. Minutes: January 15, 2020 (Commissioners Office)  
To approve January 15, 2020 meeting minutes.
2. Payroll (Finance)  
To approve payroll in the amount of \$1,151,326.00 period ending January 18, 2020.
3. Surplus Equipment Requests Pursuant to NH RSA 28:8-a (Long Term Care Services)
  - o Old Pictures-20; Pool Table: Value \$0.00
  - o Mop Buckets and Wringers (20); Hair Dryer Chair (1), Shower Chairs (6): Value \$0.00
  - o Recliners (12); Beds (12); Task Chairs (12): Value \$0.00To approve the above outlined Surplus Equipment Requests Pursuant to NH RSA 28:8-a.

**Moved:** Commissioner Coyle moved to approve Consent Agenda. Commissioner Tombarello seconded. All voted in favor.

## III. Reports

### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle reported for the second week Human Resources is doing well.

Assistant Superintendent Consentino noted the inmate count today was at 152.

Commissioner Tombarello attended the NHAC meeting last week and explained to the NHAC the dues amount should be split across the Counties and that Rockingham County was willing to submit 10% of the total amount.

Commissioner St. James noted liaison reports were all good.

### Finance Office – Charles Nickerson, Director

- 2020 conference and Training Directive Exception Request-Munis Training

**Moved:** Commissioner Coyle moved to approve an exception to the conference and training directive for a Finance Office employee to attend Munis training in Orlando, FL at the 2020 Tyler Technologies user conference ("Tyler Connect 2020), the expected conference costs totaling \$2,097 - \$2,147, which includes registration, hotel, meals and travel, as recommended by the Director of Finance. Commissioner Tombarello seconded. All voted: Commissioner Tombarello voted yes; Commissioner St. James voted yes; and Commissioner Coyle voted no. Request approved.

- Request for a new Fiduciary Fund for Rockingham County: Assisted Living Resident Fund

Charles Nickerson noted there is a joint request in; the motion for a new bank account would piggyback if approved.

**Moved:** Commissioner Coyle moved that Rockingham County establish a new Fiduciary Fund for the benefit of and use by the Assisted Living Residents. The name of this Fiduciary Fund shall be the Assisted Living Residents Fund. This new Fiduciary Fund will provide the same services for Assisted Living residents that the Nursing Home Residents Fund provide to our Rockingham County Nursing Home residents. Commissioner Tombarello seconded. All voted in favor.

**Moved:** Commissioner Coyle moved that a new bank account be established for the Assisted Living Residents Fund, and that the signers on the bank account shall be Treasurer Scott Priestley, Finance Director Charles Nickerson, and the Long Term Care Fiscal Services Director, Janice Demers. This account will not have a checkbook, and will operate in a manner similar to the Nursing Home Residents Fund bank account. Commissioner Tombarello seconded. All voted in favor.

Human Resources – Alison Kivikoski, Director

- Weather Emergency-PPP 7-5; January 18, 2020 from 11:00pm (3<sup>rd</sup> Shift)

**Moved:** Commissioner Coyle moved to approve Weather Emergency request pursuant to Personnel Policies and Procedures Chapter 7-5, Saturday, January 18, 2020 beginning at 11:00pm, is declared a weather emergency for 3<sup>rd</sup> shift personnel; Rockingham County Long Term Care Services, Engineering and Maintenance, Sheriff's Office (Dispatchers and Deputies), Department of Corrections (Correctional Supervisors); essential employees who report to work within one hour of their scheduled shift will be paid for their whole shift. Essential personnel who do not report for duty shall not be paid for the day unless, due to illness, the employee cannot report. If the employee is ill, a note will be required from a physician in order to use accrued time. This request is recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James noted he had to go out that evening and it was horrible driving. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Regrade; Re-Title of Administration Position and Elimination of Position

Commissioner Tombarello noted the savings to the County with the reduction in a position.

**Moved:** Commissioner Coyle moved to approve Request for Personnel (New Position); Title Change; Transfer of Position, Repurpose of Position, Elimination of Position: Eliminating the Assistant Staff Development Coordinator (Gr 9); Quality Improvement Nurse (Gr 11) and incorporate essential functions of both positions into a management role that will have supervisory responsibilities for the Staff Development Educator (Gr 11). Repurpose of Quality Improvement Nurse and incorporate essential functions of the Assistant Staff Development Coordinator that is being eliminated; the position from Quality Improvement Nurse to Quality Improvement and Staff Development Manager, as recommended by the Director of Human Resources and Director of Long Term Care Services, pending Delegation approval. Commissioner Tombarello seconded. All voted in favor

- Position Description= Quality Improvement and Staff Development Manager

**Moved:** Commissioner Coyle moved to approve Position Description-Quality Improvement and Staff Development Manager, for the department of Long Term Care Services, as recommended by the Director of Human Resources and Director of Long Term Care Services, pending Delegation approval. Commissioner Tombarello seconded. All voted in favor.

- Permission to Post Job Opening – Internal Only

**Moved:** Commissioner Coyle moved, upon Delegation/Executive Committee approval of the "Quality Improvement & Staff Development Manager" position, approve to post the position as an Internal Only posting, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. All voted in favor.

- Exception Request Pursuant to Personnel Policies and Procedures 6-4

Director Woods said this keeps us in compliance, as federal regulations under CMS require our facility to have a qualified infection control coordinator on staff and performing those duties.

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 6-4; to pay a \$125 biweekly stipend (time period beginning January 19, 2020), while stepping in as interim Quality Improvement Nurse in addition to her regular duties, for a Long Term Care Services employee (L.K.), as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner Tombarello seconded and asked how long before the position is permanently filled. Director Kivikoski said we will post the position after the Delegation vote and estimated about 4-5 weeks. All voted in favor.

- Leave Without/With Pay-Leave of Absence Request

*Director Kivikoski noted she has withdrawn one of the two Leave Without/With Pay-Leave of Absence Request.*

**Moved:** Commissioner Coyle moved to approve Leave With Pay; Leave of Absence Request for a Long Term Care Services employee (J.L), length of leave from 1/21/2020 to 1/31/2020, as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner Tombarello seconded. All voted in favor.

- Walk-In Harnois Irrevocable Trust – Nonjudicial Settlement Agreement

**Moved:** Commissioner Coyle moved to approve and authorize the Chair to sign the Harnois Irrevocable Trust Nonjudicial Settlement Agreement, once signed the office of Sheehan Phinney will engage a real estate broker and market the property for sale, as recommended by the Director of Long Term Nursing. Commissioner Tombarello seconded. Commissioner Coyle questioned the need to hire them as a broker based on the fees. Discussion ensued. It was agreed Commissioner Coyle will oversee the supervision of the Attorney and the marketing of this property. All voted in favor.

#### IV. New Business / Old Business

Director Nickerson said his department continues the fine-tuning of Kronos. He reported there would be no general ledger in for January as there were mapping issues. He said December's payrolls are posted to the general ledger, as that was the last month of using Munis for payroll processing. He gave reminder of the Executive Committee meeting January 31, 2020 and that the 2<sup>nd</sup> quarter reports would be ready to go out by Wednesday. He gave notice there may be a few line item transfers for the 3<sup>rd</sup> quarter so as to not wait for the 4<sup>th</sup> quarter.

Director Gates reported all was well in her departments. She said the siding on the Engineering and Maintenance building begins tomorrow.

Register of Deeds Stacey said with regards to NHAC, there was a determination at the Commissioners meeting on the amount. She noted George Maglaras and Carolyn Kirby met with the AG people to come up with the language for the opioid settlement. She showed concern for the lack of information shared with the counties. Commissioner Tombarello added they will make a motion. Discussion ensued. Commission St. James raised question to the amount the ten (10) counties will split. Register of Deeds Stacey gave clarification; the split is between Municipalities, Counties and State; 15-15-70. Commissioner St. James asked who was in charge. Register of Deeds Stacey said Jim Boffetti is in charge of the settlement.

Director Stacey gave challenge to the County's Cigna coverage of a medical procedure one of her employees needed. Director Kivikoski gave recommendation for this employee to contact Human Resources on the appeal process.

Commission Tombarello spoke on the NHAC dues and confirmed he relayed to them Rockingham would not agree to an amount other than 10%. He said NHAC will coordinate a meeting for an in person vote. Discussion ensued.

Register of Deeds Stacey gave updates on the Lang Property. She said the Brentwood acreage is 4.3 acres and Epping is .59 acres, and they need to provide a map and lot of what he is selling, release of tax liens, and receipt taxes have been paid. Commissioner Coyle asked if she could do a HUD settlement, and she will do

something of that nature. It was agreed Commissioner Coyle and Brenda Santos will work on the donation letter. Register of Deeds Stacey said a donation to the County could be written off.

Assistant Superintendent Consentino noted a new officer has started and there will be six (6) more coming in. He said the inmate work crew were finishing up on the painting at the Newton police station. He then gave notice of an officer that is retiring after 25 years and another that would be leaving to take a job in Massachusetts.

Commissioner Tombarello asked if the inmate work crew could help out with the dishes at Glendale. Assistant Superintendent Consentino noted the RSA defines how inmate labor can be used and gave specifics as to why they were not doing this already. He will evaluate to see the availability. Commissioner St. James suggested a meeting with Jim Hecker, the Department of Corrections and the Commissioners.

Assistant Superintendent Consentino gave updates on the PREA audit and said the inspector has left and they are now waiting for a report.

Director Kivikoski reported all was well with her department. She is working with the immigration attorney (Goff Wilson Firm) on the Avant Healthcare Professionals contract for the foreign labor. She gave notice of the Bench Marking in the next two (2) weeks from the previous Job and Survey Study and will be bringing forward four (4) additional positions (Assistant County Attorney, Lead County Attorney, Security Clerk at DOC and Financial Systems Analyst). Director Kivikoski gave notice she will be bringing forward the award for bid Applicant Tracking.

Director Woods reported the new Skilled Rehab Unit Manager for F2 has started this week. He then said Celebrity Chef is going really well and gave thanks to Commissioner St. James and his participation in preparing a meal last week. He gave notice he will leave for vacation next week Wednesday the 29<sup>th</sup> and return Monday the 3<sup>rd</sup>. He said Janice Demers and Tiffany McCarty will be in charge during his absence.

Director Nickerson gave notice that W2's will go out with checks tomorrow but will not be attached together. He has opened the 2019 W-2 year in ESS (Employee Self Service) and you can view the data and print information for the past two (2) years if needed. He asked to please check with him or Jessie if you need help.

Commissioner Coyle gave notice he will be going away for the month of February. He will be here for the 5<sup>th</sup> and the 19<sup>th</sup> meetings. He wishes to meet telephonically for the 11<sup>th</sup> and the 25<sup>th</sup> February meeting dates.

Commissioner St. James reported the SEA has reached out to Director Kivikoski and they wish to negotiate. An e-mail was sent from the SEA to Attorney Bailey. Commissioner St. James said there is no need for the Union to meet with Attorney Bailey prior to the meeting with the Director of Human Resources and Directors of Long Term Care Services. He will contact Attorney Bailey on this matter.

#### V. Public Comment

#### VI. Commissioners Non-Public Session

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 5:09. Commissioner Tombarello seconded. All voted in favor.

**Moved:** Commissioner Coyle moved to go out of non-public session at 5:15pm. Commissioner Tombarello seconded. All voted in favor.

#### VII. Adjourn

**Moved:** Commissioner St. James moved to adjourn at 5:26pm. Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

Received by \_\_\_\_\_

Kevin Coyle, Clerk-Rockingham County Commissioner



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
January 31, 2020 @ 9:00am

## Present:

Commissioner St. James, Chair	Representative David Welch
Commissioner Tombarello, Vice Chair	Representative Mary Griffin
Commissioner Coyle, Clerk	Cheryl Hurley, Delegation Coordinator
Governor Chris Sununu	Ann Landry-DHHS
Brenda Santos, Sr. Executive Assistant	Brenda Guggisberg-The upper Room
Kelly Capuchino-DHHS	Jay Couture Seacoast Mental Health Center
Nick Toumpas, IDN 6	Henry Lipman, Medicaid Director
Peter Janelle, IDN 4	

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:58am.

Commissioner St. James recapped where Rockingham County stands in the present situation and opened the floor to the Governor.

Governor Sununu said there are people present here today that are on the front line of the IDN. He wants to hear what happens with the Integrated Health programs. He stated when you look at the situation, the state is putting investments into these programs and the IDN concept came about over the past 5 years. He believes it allows a person to get a range of services. He gave appreciation to the Commissioners on how they pay close attention to how the monies of the county are spent. He said he has learned from the front line on how this program works, and then turned the meeting over to Henry Lipman.

Henry Lipman stated he needs every county on board with this and though there is no physical person with the IDN in Rockingham County, and Rockingham has one of the higher population. He said there is no obligation of the State to Rockingham County on how we spend the dollars. He compared this way of funding to the school mentality and stated, no one wants to be a donor.

Ann Landry said she wanted the providers to speak on the value of the IDN network. She provided handouts outlining the discussion; a flow chart on the State spending and Federal match; Response to Governor's Office Request re Rockingham County Donation Connections for Health –IDN Region 6; IDN Waiver Update and Overview Briefing of the Program and Financing Progress (dated January 31, 2020; She introduced Jay Couture.

Jay Couture spoke briefly on Region 6 IDN. They have been able to expand relationships they have already had. She spoke of one specific project Access Lead Design Project and how it shortens the intake time with people not having to be hung up in a treatment health plan within 7-10 days. With the added funds, she said they have been able to hire a consulting firm that have helped across the county open access to get services quicker. With the added funds, she has been able to add staff to help this program to evolve.

Brenda Guggisberg said a result of the IDN funding is people are receiving services quicker such as mental health support and skills to be employed.

Ann Landry and Henry Lipman reviewed the handouts and said the IDN simplifies access in getting your health plan services with one person responsible to connect you.

Commissioner Coyle stated, you talk about this as if it is a State program and it should be State funded. He said you asking us to give you three (3) million dollars over the next two (2) years and you have no sustainability program after this year and you have no plan. He has not seen the benefits of IDN for Rockingham County and noted it should not be county level funding. He said with what you are asking, the

only way we can fund this is by taking money from the taxpayers. Governor Sununu responded, the State has found a lot of money for you. He said it is fundamentally a State program and you are correct, but this is a program that was set up for five (5) years and we are looking for your payment for last year. He agreed, in long term we cannot keep asking the drop the check onto the county and said Commissioner Coyle has brought up some very fair points. As stated in all the meetings prior to today, Commissioner Coyle said we invited people to speak on IDN funding and nobody showed up and we budgeted \$1, and here we are again.

Commissioner Tombarello noted the IDN has not had conversation with Rockingham since December 31<sup>st</sup>. He made reminder of when in 2013 Judge Nadeau and Judge Wageling came to Rockingham County and asked for funding for Drug Court. He said Rockingham was stuck with the funding of Drug Court and noted the payments were in; 2014 \$68,000; 2015 \$370,000; 2016 \$300,000; and in 2017 \$475,000. The State finally came in and took over the funding. He stated he would support some funding but would not support the 1.4 million for the IDN.

Commissioner St. James gave recognition to the work the IDN does and noted he would agree to put a motion through to give funding of \$700,000 for last year (2019). He said we could asked the Delegation upon recommendation of the Commissioners. Commissioner Coyle noted the request of the Delegation should be for a Supplemental Appropriation. He said this should not be a county expense and you are buying this forever. Commissioner St. James gave notice he would support 1.4 million for next year. The Governor and Henry Lipman accepted the challenge given to them from Commissioner St. James when he asked them to work on a compromise.

Discussion ensued.

Henry Lipmann said on the Federal match and how counties that wished to give additional monies, the additional amount would not be matched. Henry Lipman explained the monies could not be guaranteed to remain in those Counties.

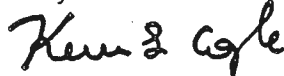
**Moved:** Commissioner St. James said he would make the motion Rockingham County will give \$700,000 to support toward the IDN funding which represents a 50% match and that we would request of the Delegation to support a Supplemental Appropriation. Commissioner Tombarello seconded. Commissioner Coyle added, subject to other counties funding at a matching rate, of which Commissioner's Tombarello and St. James agreed. Voted 2-1-0 (Coyle voted no).

## II. IDN Discussion with Governor Sununu

## III. Adjourn

**Moved:** Commissioner Coyle moved to adjourn at 9:48pm. Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by Brenda Santos;



Received by: \_\_\_\_\_

Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
February 5, 2020 at 8:30am

## Present:

Commissioner St. James, Chair	Jude Gates, Director of Facilities, Planning & IT
Commissioner Tombarello, Vice Chair	Albert Brackett, Chief Deputy Sheriff's Office
Commissioner Coyle, Clerk	Steven Woods, Long Term Care Services Director
Stephen Church, Corrections Superintendent	Charles Nickerson, Finance Director
Patricia Conway, County Attorney	Alison Kivikoski, Human Resources Director
Chuck Massahos, High Sheriff	Cathy Stacey, Register of Deeds
Nicholas Toumpas, IDN 6	Peter Janelle, IDN 4
Brenda Santos, Senior Executive Assistant	

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:34am.

Commissioner St. James gave recognition to the Housekeepers and the excellent work they do in keeping the Nursing Home and the facilities immaculately clean. He asked for a round of applause as a thank you to them.

## II. RFP Openings/Awards

Open: HVAC System Cleaning (Engineering and Maintenance Services)  
Opened proposals from Kitchen Klean, Inc., Tri State Fire Protection, LLC., and AirCare Environmental Services, Inc.,

**Moved:** Commissioner Coyle moved to authorize the Director Facilities, Planning and IT to review, evaluate proposals and return with recommendation for HVAC System Cleaning. Commissioner Tombarello seconded. All voted in favor.

Open: Supply Only-Instantaneous Water Heater (Engineering and Maintenance Services)  
Opened proposals from The Granite Group, Standard of New England, and Alliance Mechanical

Director Gates noted she will allocate from one project to another.

**Moved:** Commissioner Coyle moved authorize the Director Facilities, Planning and IT to review, evaluate proposals and return with recommendation for Supply Only-Instantaneous Water Heater. Commissioner Tombarello seconded.

## III. Consent Agenda

1. Minutes: January 29, 2020 (Commissioners Office)  
To approve January 29, 2020 meeting minutes.
2. Payroll(Finance)  
To approve payroll in amount of \$1,183,414.68 period ending February 1, 2020.
3. Amend A/P Warrants approved on January 29, 2020 (Finance)  
To approve amendment to the A/P Warrants approved on January 29, 2020 (T200609 & T200613), the Grand Total amount from \$1,966,166.22 to \$1,966,106.55.
4. Adult Day Services Payout Update-December 2019/YTD (Long Term Care Services)  
For informational purposes only.

**Moved:** Commissioner Coyle moved to approve the Consent Agenda. Commissioner Tombarello seconded. All voted in favor.

## IV. Approved on Reports

Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle reported the inmate count at the jail was at 149. He noted the MAT meeting with DEA went well.

*Nicholas Toumpas and Peter Janelle arrived at 8:41am.*

Commissioner Tombarello gave notice of the NHAC meeting on Friday of which he will try to attend. He said Jim Boffetti (Associate Attorney General) will speak at the meeting. He mentioned Commissioner Coyle and Commissioner St. James were on the phone with the Governor on Friday.

Commissioner Coyle noted he will not be here next week but will appear telephonically for the February 11<sup>th</sup> meeting..

- IDN Line Item Transfer

**Moved:** Commissioner Tombarello moved to approve proposed transfer to the IDN Funding expense line from several department lines. Line Item Transfer from the following accounts:

- o 11402000-56102 NF/Intermediate Nursing Care \$411,000.00
- o 11600000-51301 Correctional Officer Union (wages) \$89,000.00
- o 16100000-54100 Contingency \$100,000.00
- o 10200000-57201 Grant Monies \$100,000.00 Total of \$700,000.00

to 11402000-56201 IDN Funding, total amount \$700,000.00, as recommended by the Chair, pending Delegation approval. Commissioner St. James seconded and said the Delegation is pending knowledge of where the funds were coming from. Commissioner Coyle noted this motion replaces the one we made on January 31, 2020 and said we asked for a supplemental appropriation then. He pointed out by doing the Line Item Transfer this will avoid letting the entire Delegation know. Commissioner Coyle then challenged the taking monies from the Grant line and the grant match. Director Nickerson gave explanation and said not all contingencies are matched. Commissioner Coyle said we have a grant line of \$2 million and asked what the match would be. Director Nickerson responded 1.95. Commissioner Coyle said you could not take \$100 thousand without a match. Director Nickerson noted we are beyond the funding rounds for grants. Discussion ensued. Director Nickerson gave a guarantee we are not going to use the grant funds and said we could table and find the funds from another line. Commissioner Tombarello gave agreement to table to next week and agreed it should not be taken from the grant line. Further discussion ensued. Commissioner St. James asked Nicholas Toumpas for his recommendation based on his experience. Nicholas Toumpas said what was parallel with what he dealt with at the DHHS, when he had a shortfall in one area, he would not go to the full legislation, he would go to the fiscal committee. He then said if it was a full supplemental appropriation that would have to be placed on a bill for them to look at.

Commissioner Tombarello asked what then the definition of tabling last week is. Commissioner St. James said the motion was to wait until the Commissioners had something formal put before them. Commissioner St. James asked for this to be tabled to allow Director Nickerson the opportunity to find monies from another line and then a Commissioners vote to then be presented before the Executive Committee. Commissioner Tombarello said it should go before the full Delegation. He said a letter should go to the Delegation letting them know the Commissioners feel it should be a supplemental appropriation and a full Delegation vote. Discussion ensued. Commissioner St. James said we will re affirm what we voted last week and a letter will go out today to the Delegation. Commissioner Coyle said to be clear, it is not just going to the Delegation, we have to have a public hearing for the supplemental appropriation and there has to be a posting two (2) weeks prior to the date. As it stands now he said, you are looking about one (1) month out. Commissioner Coyle gave reminder of the amount being \$700,000 and said this is a large amount of money being spent from the county and the full Delegation should be made aware of this transaction. He noted, last year the amount was less than \$700, 000 and the County had a full Delegation vote. Commissioner Tombarello gave reminder the Governor is holding us to the 1.4 million.

Commissioner Coyle addressed Nicholas Toumpas on possible case scenarios. For example, he asked if Coos County were to say they were out and were to give a zero dollar amount, based on the formula, we go to the lowest common denomination and the expected amount from each county would be zero. Nicholas Toumpas responded you are correct and stated if we do not get all ten (10) counties, the IDN will collapse. Commissioner Coyle stated, there are Counties that wish to give more and said the amount over their required contribute will not be matched. He noted if everyone is participating, how does the Federal Government know it is being done at different rates and that one or more Counties were paying more and that they have the right to



do so. He said the formula is arbitrary. Nicholas Toumpas said the department does not have the ability to match. Commissioner Coyle asked why it cannot be matched. Nicholas Toumpas said he would look into this question. Further discussion.

Commissioner St. James said we will have a motion and it has to go to the Delegation, it is the will of the Commissioners to have a full Delegation vote.

Nicholas Toumpas will follow up with the Governor's office. He then asked if the commitment on the 2020 IDN amount from Rockingham that was mentioned at the January 31<sup>st</sup> meeting part of the motion. Commissioner St. James clarified, as for 2020 commitment it was not part of the motion made, he gave notice the he would personally support a future vote on a commitment of 1.4 million to fund the IDN for 2020.

Commissioner Coyle invited Nicholas Toumpas and Peter Janelle to be present for next year's budget hearing if there is a 1.4 million proposal for IDN funding.

Commissioner Tombarello withdrew his move to the motion for Line Item Transfer regarding IDN funding.

Finance Office – Charles Nickerson, Director & Human Resources – Alison Kivikoski, Director

- Proposed Changes to Payroll & Time & Attendance System Procedures & Practices for Salaried Individuals

Director Nickerson has been part of a discussion that salary employees should not have to punch in and out. He said there would be an exception to this if the employee should have to work on a holiday. He explained the process of how salaried employees would have to put in for earned time as usual. He also gave another case scenario in which an employee were to be out ½ a day, they could work out flex time to be used during the same week and not be permitted roll over into the next week or weeks to follow. He said this would require a lot more communication between the employee and the supervisors. Director Kivikoski said she has explained and had discussions with the DD and EO on this proposal and they were in agreement with it. She deferred to Director Nickerson on how this could be handled in the system. Director Nickerson said with the changes in Kronos payroll going on now, this is a good time for payroll set up. He went over the handout prepared for this meeting. Discussion ensued.

Commissioner Coyle asked where the policy was and are we to guess. Director Nickerson reflected back to Attorney James Riedy and his statement of "your practices should come from your policies", and that is why he is proposing the two changes because of the practices that have come about.

Commissioner Coyle stated he believes there was a vote that salary employees should punch. Commissioner Tombarello and Commissioner Coyle asked to see the list of the salary employees. Commissioner Coyle stated we should have a clear policy first before we are to look at this proposal. Director Kivikoski said the policies will have to come before the Board and if you are looking for that, she and Director Nickerson will work on this. Commissioner Coyle asked if this would reflect a change to earned time. Discussion ensued. Commissioner Coyle said we would need a comprehensive report and notice given. He said there is nothing on paper on earned time. Director Kivikoski gave notice she will go back and look at the earned time usage and bring back. Commissioner Tombarello said it is possible we may support this but it needs a little work. *No motion made today on this proposal.*

- IDN Discussion-Nicholas Toumpas and Peter Janelle

Commissioner Coyle asked if he could get a copy of the IDN budget and expenses. Nicholas Toumpas said he would be supply that information at a later date.

It was agreed Brenda Santos will keep Nicholas Toumpas and Peter Janelle informed of when there would be meetings with the Delegation for the vote on the IDN monies. They asked for the hearing dates on the budget also. Director Nickerson noted the hearing has to be prior to May 10<sup>th</sup> in speaking on the budget. He said there is a placeholder of \$1 for IDN funding and said the meeting will begin in April

*Nicholas Toumpas and Peter Janelle left the meeting at 9:27am.*

Long Term Care Services – Steven Woods, Director/Administrator

- NH RSA 28:10 II-Results from 1/29/2020 Hearing

**Moved:** Commissioner Coyle moved to remove Ms. Leto from her employment with Rockingham County pursuant to the provision of NH RSA 28:10a II, due to Ms. Leto's incapacity or unfitness to perform the essential job functions of her position as an LNA and for the good of the County institution(s) to which she is assigned, and extend Ms. Leto's LWOP through February 5, 2020, as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner St. James seconded. Commissioner Tombarello noted he will abstain because he was not here for the hearing. All voted; Commissioner Coyle-yes; Commissioner St. James-yes; Commissioner Tombarello-abstained.

Sheriff's Office – Charles Massahos, High Sheriff

- Walk-in: FY 2019 Edward Byrne Memorial Justice Assistance Grant (JAG) Program-Agreement

Chief Deputy Brackett explained there was a delay in bringing this to the Board as it was sent to Attorney Conway in error and not to the Sheriff's office. He said the town of Salem is the only town within Rockingham that qualifies for this grant; Red Dot sites for their patrol rights.

**Moved:** Commissioner Coyle moved to approve and authorize the Chair to sign the FY 2019 Edward Byrne Memorial Justice Assistance Grant (JAG) Program-Local Solicitation in the amount of \$10,284 for Rockingham County (on August 21, 2019 the Board of Commissioners gave approval to apply for this grant), as recommended by the High Sheriff. Commissioner Tombarello seconded. All voted in favor. Chief Deputy Brackett said he was directed by the Justice Department to have Commissioner St. James sign below Attorney Conway's name and print his name and to not cross out Attorney Conway's name.

**V. New Business / Old Business**

Director Nickerson noted there remain a few items with the Kronos conversion. He said there is an issue with replicating the NHRS file and we have to have this finished by the end of the month. Because we are their first governmental unit, he is working on this manually with them. He gave apology to the departments for not having the general ledger components ready and said they have implementers they were going over and hopefully the general ledger and mapping will be complete. He said there may be three (3) transfers in the 3<sup>rd</sup> quarter. Director Nickerson as to have the LTC wage analysis done. In speaking on W2's he said if your address changes you need to keep updated with the County.

Superintendent Church testified against a bill on the MAT in Concord last week. His opposition is it does not belong in State law. He said MAT is driven at the Federal level. He will be back to Concord on the 14<sup>th</sup> and 15<sup>th</sup> for this. Superintendent Church expressed his appreciation for the help Director Gates gave in the meeting he had with the DEA. He said they have to apply with the State Drug and Alcohol at the same time, which will bring them to the home stretch to being licensed on MAT.

Director Gates noted her department was ready for the predicted storms for Thursday and Friday.

High Sheriff Massahos noted they were ready to hire the new dispatcher. He asked for a meeting with Commissioner Coyle and Director Kivikoski.

Register of Deeds Stacey looked for direction from the Commissioners on where they stood concerning the budget for the NHAC meeting to be held on Friday. Discussion ensued. Commissioner Tombarello gave his support with a no on support from both Commissioner's Coyle and St. James.

Register of Deeds Stacy gave notice that the State has broken off the contract with Granite Pathways. She also reported she has testified on a Senate Bill on town transfers "the Hudson Bill". This Bill is to remove Deeds and she will testify against this.

County Attorney Conway is down three (3) attorneys. She said her Deputy and Jessica from Human Resources went to the UNH job fair and there was no one interested in prosecution. It has been tough and she has reached out interns from various colleges such as UVM. County Attorney Conway was happy to report on a successful trial they have finished with on an inmate that had stored drugs and was found guilty. As for her salaried employees, she said she has about twenty-five (25).

**VI. Public Comment**





# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
February 11, 2020 at 8:30am

## Present:

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent  
Patricia Conway, County Attorney  
Chuck Massahos, High Sheriff  
Nicholas Toumpas, IDN 6

Jude Gates, Director of Facilities, Planning & IT  
Albert Brackett, Chief Deputy Sheriff's Office  
Steven Woods, Long Term Care Services Director  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Brenda Santos, Senior Executive Assistant

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle identified himself while appearing by telephone and Commissioner St. James called the meeting to order at 8:37am.

## II. RFP Openings/Awards

- Open: Fire Sprinkler Systems Testing and Inspection (Engineering and Maintenance Services)  
Opened proposals from Impact Fire/Tri State Fire Protection LLC, Life Safety Fire Protection, Inc., Johnson Controls, Capital Fire Protections Co., and Hampshire Fire Protection Co. LLC.

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and return with recommendation for Fire Sprinkler Systems Testing and Inspection. Commissioner Coyle seconded. Commissioner St. James called for a vote: Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

Commissioner St. James asked for a round of applause to Commissioner Tombarello for all the time he gave in in the completion of the POW/MIA Chair of Honor.

- Award: HVAC System Cleaning (Engineering and Maintenance Services)

**Moved:** Commissioner Tombarello moved to award HVAC System Cleaning proposal to the following: AirDuct Klean for work in Blaisdell and Fernald buildings for a cost not to exceed \$4,4000; AirCare Environmental for units servicing F/G Block Showers, DOC Center Core and Admin and E Block for a cost not to exceed \$6,600; and to Impact Fire Services for the unit serving the Booking area for a total cost not to exceed \$1,200, as recommended by the Director of Facilities, Planning and IT. Commissioner Coyle seconded. Commissioner St. James called for a vote: Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

- Award: Supply Only-Instantaneous Water Heater (Engineering and Maintenance Services)

**Moved:** Commissioner Tombarello moved to award Supply Only-Instantaneous Water Heater exchanger in the mechanical room at the Long Term Care facility to Standard of New England for a cost not to exceed \$15,195 and request that \$15,195 be reallocated from the approximately \$229,300 balance in the paving/storm damage Project line, as recommended by the Director of Facilities, Planning and IT. Commissioner Coyle seconded. Commissioner St. James called for a vote: Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

## Consent Agenda

1. Minutes: January 31, 2020 (Commissioners Office)  
To approve January 31, 2020 meeting minutes.
2. Minutes: February 5, 2020 (Commissioners Office)  
To approve February 5, 2020 meeting minutes.
3. Warrants (Finance)

To approve Departmental Warrants T200405, T200415, T200416, T200466, T200545, T200547, T200619, T200619, T200640, T200641, T200641, T200645, T200675 totaling \$223,156.48; Departmental Warrants Entered by Finance T200658, T200659, T200662, T200663, T200664, T200665, T200666, T200667, T200668 totaling \$114,685.17; Payroll Warrants 1/30/2020, 2/6/2020 totaling \$5,472.63; General Ledger Warrants GL20461, GL20464, GL20465 totaling \$4,321.05; AutoPayments Full amount previously approved by BOC T200000, T200001, T200002, T200004, T200005, T200006, T200008, T200009, T200010, T2000011 totaling \$201,020.45; General Ledger Warrants (Continued) GL20466, GL20474 totaling \$4,749.29; Grand Total \$553,405.07

4. Population Report (Department of Corrections)  
For Informational Purposes.

**Moved:** Commissioner Tombarello moved to approve Consent Agenda as written. Commissioner Coyle seconded. Commissioner St. James called for a vote: Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

### III. Reports

#### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Tombarello noted he did receive a detailed report from Director Gates and would have her highlight when we go to New Business. He said he would not be attending the February 14<sup>th</sup> NHAC meeting and noted Jim Boffetti will be there again to speak on the opioid lawsuit. Commissioner St. James added, it is an executive committee meeting and therefore is not a required meeting and if the Commissioners were to attend, they would not be permitted to speak. He asked of our selected members to vote no on the budget. He spoke about last year's NHAC convention in Meredith and how the costs for rooms and meals were significantly higher than in the past and overall there was less money made. He said there was a higher profit when Rockingham hosted the convention three (3) years ago.

Commissioner Coyle reported the inmate count at the jail was at 150.

- November 11, 2020 Commissioners Meeting – Change the Date

It was agreed upon to change the November 11, 2020 Board of Commissioners meeting (November 11, 2020 is Veterans Day) to Tuesday, November 10, 2020 at 8:30am.

#### Corrections – Stephen Church, Superintendent

- Inmate Administrative Transfers Report

**Moved:** Commissioner Tombarello moved to approve Inmate Administrative Transfers Report, Inmate Booking # 20200294 from Strafford County on February 7, 2020, as recommended by the Corrections Superintendent. Commissioner Coyle seconded and called for a discussion. He asked why is Rockingham the only one that can take the transfers and why are we stuck with problem inmates. Superintendent Church said the transfer is an administrative transfer from Strafford due to a behavior issue and that he will be transferring someone to Strafford. He explained, because of the way his department does classifications and the way we set up our facility, he could handle them with, almost always, no problems. He noted, we are good at eliminating the problem and if there were to be a problem, we would send them back. Superintendent Church added, if there is a medical cost, there is a bill back to their county at 100%. Commissioner St. James called for a vote: Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

#### County Attorney's Office – Patricia Conway, County Attorney

- Exception Request Pursuant to Personnel Policies and Procedures 6-3

At the request of County Attorney Conway, this Exception Request is removed from the agenda. She noted this applicant has accepted employment from another agency.

- VOCA Grant Application

**Moved:** Commissioner Tombarello moved to approve State Fiscal Year 2021 VOCA (Victims of Crime Application)-Federal Grant application, a grant to support the victim advocacy efforts of the office, the award this year of \$50,000 and a 20% match is still required, and authorize the Chair to sign, as recommended by the County Attorney. Commissioner Coyle seconded. Commissioner St. James called for a vote: Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

Human Resources – Alison Kivikoski, Director

- Bid Waiver Pursuant to NH RSA 28:8-f: Nick Manolis

Director Kivikoski said Nick Manolis brings management skills training from Primex and Associated Grocers. She said he has a well-rounded background and his leadership style and would be a good fit to the Nursing Home and segue into Department of Corrections. She said he has a good understanding of County Government and has been successful with bringing this same type of program to other counties.

**Moved:** Commissioner Tombarello moved to approve Bid Waiver Request pursuant to NH RSA 28:8-f to Nick Manolis in the amount not to exceed \$12,000, for the purpose of providing ongoing professional leadership training as well as a cultural definition and assessment to selected managerial employees of both the Nursing Home and Corrections Departments from 03/2020 to 3/2021, costs will be shared between HR County –wide Training line (115/53905 -est. \$5K) and Long Term Care Services- NH Admin Conferences (117/53900-est \$4K), and Department of Corrections-CO Cert.Training (116/54824-est \$3K), as recommended by the Director of Human Resources. Commissioner Coyle seconded and asked why this is not going out to bid. Director Kivikoski listed some of her reasons for support and said Superintendent Church has one complexity that is separate from the leadership training, and finding someone that is familiar with County Government would be more costly. She said he has this experience in leadership training with Primex. He has spoken to other counties and it is proving to be cost effective. Commissioner Coyle said it still does not explain why we do not send out to bid. Commissioner St. James agreed with the bid process and noted it would give the Board a comparison on what consulting bids would cost. Director Kivikoski said she could go out to bid if the Commissioners requested this, but with this specialized training it is not standardized and Nick Manolis chooses the groups that have this in common and does this training only for those agencies. Commissioner St. James called for a vote: Commissioner Coyle voted no; Commissioner Tombarello voted no; Commissioner St. James voted yes. Bid Waiver Request is denied. Commissioner Tombarello said we need to stick with the formality on RFP, and said it is fair to send out. He said it might be a delay, but not much. Director Kivikoski does not anticipate Nick Manolis will bid on this.

Long Term Care Services – Steven Woods, Director/Administrator

- Interim Health Care Staffing Agreement

**Moved:** Commissioner Tombarello moved to approve the Interim Health Care Staffing Agreement, term 02/06/2020 to 02/05/2021, to be renewed automatically under the same terms and conditions for successive contract years, and authorize the Chair to sign necessary documents, as recommended by the Director of Long Term Care Services pending risk and legal. Commissioner Coyle seconded. Commissioner St. James called for a vote: Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

#### IV. New Business / Old Business

- Walk-In: Line Item Transfer-IDN Funding

Commissioner Tombarello stated he would like to see a breakdown where the money is coming from, would need time, at least a week, to see those numbers, and additionally would need to speak with the Finance Director. He said this is not what contingency is used for, and he wants a full Delegation vote on this as well. Commissioner St. James said the request would be back to the Delegation for a full vote. Commissioner Tombarello questioned the direction given to the Finance Director to find the funds for a line item transfer and stated there should have been a meeting of the Commissioners first. In lieu of a debate, Commissioner St. James said a supplemental appropriation is coming from unreserved fund balance. Commissioner Coyle gave reminder he did not vote in favor of this. He said, a letter will be sent to the Delegation and ask for a full Delegation vote. Commissioner Tombarello asked how those folks that have not been paid by the IDN remain

with the IDN and noted, we are paying last year's monies. He gave support to the \$700,000 and said it should be a supplemental appropriation. Commissioner St. James asked if it was a unanimous decision that it should be a full Delegation vote for the supplemental appropriation, a 2-1-0 vote of the \$700,000 and that Commissioner Coyle partially disagrees. He said he would work on the response letter with Brenda Santos to Representative Major and Representative Weyler.

## V. Public Comment

Nick Toumpas reported he will keep the department (DHHS) updated with what is going on. He responded to Commissioner Tombarello's earlier point, and said the IDN received a significant amount of monies in the beginning for the full five (5) years. He explained, when the program was approved, payments came in prior to in order to pay for the infrastructure, then other funds would come along. He said each level of IDN has funds that are set aside and available to sustain them. He said the IDN's have dipped into those funds to remain moving forward. He noted there are two (2) sources of fund payments made to the IDN: 1. through the county donation and they get matched and 2. Designated State Health Care Program Spending, which for 2019 was about \$6.7 million of health related expenditures. These are born by the state and not matched by the Federal government. Nicholas Toumpas went on to say, there have been some funds that have floated to the IDN but no to the extent they were planning. He said calendar year 2019 and 2020 the IDN will be reimbursed and will be matched based on performance values and that some might have spent more aggressively than others might. He stated he took a conservative approach on his IDN and said, because historically it was not unusual for the state to reduce what they had initially budgeted for your IDN. He explained how he and Peter Janelle took a conservative approach. Commissioner Coyle asked if anyone was waiting on payment from the IDN and Nicholas responded no. Commissioner Coyle asked if the budget he asked for was ready. Nicholas Toumpas said he and Peter Janell are working on a consistent format and should have it ready for him in a short period. He stated that he had forwarded onto the department the questions Commissioner Coyle had raised at last week's meeting on case scenarios as follow: 1. What would happen if Coos County sent a zero dollar amount? 2. What is the position of DHHS if one or more counties were to send the full requested amount to DHHS would they be able to accept and how would it be distributed to the IDN? 3. If counties were to send in different dollar amounts would the department accept this? He said they are legitimate questions and he cannot speak from the department. He will have something in writing and will have ready for the vote before the Delegation. Nicholas Toumpas responded there is no funding to Commissioner St. James's question if there were funding in DHHS for this, as it can be not fallen to the counties. Commissioner Coyle appreciated that Nicholas Toumpas asked these questions. Nicholas Toumpas confirmed that Commissioner Coyle's other question was sent to the department of "Would the funds be matched if Hillsborough gave 100% and Rockingham gave at 50%". He said it is his priority to get the answers from the department

Director Nickerson asked how is CMS seeing the match, is it the total contribution by the counties or is it the individual based on the lowest common denomination or such and how does DHHS work this with CMS. Nicholas Toumpas responded, CMS would match up to 10 million per year, which is dependent on County contributions. He said, initially it was the losses the counties incurred on aggregate and now effective 7/1/2018 it changed to an inter-governmental transfer or certified public expenditure or Proshare.II He said the match is on the aggregate and when the additional Proshare monies came out, the prior commissioner of DHHS asked for 50%. Nicholas Toumpas felt this was out of line and that the principle was as long as the county gave something, it went into a statewide pool and then distributed to the IDN. Director Nickerson stated the IDN's have to hit the target. Nicholas Toumpas said if the IDN did not hit the target, they would not get the funding. He will give a follow-up noting back to the department and will have answers to the question to help inform this county on the next step. Director Nickerson said because there was miscommunication on the match, those that gave more, there was no match. He said this is not the case, it is an aggregate. Nicholas Toumpas agreed, it will not be matched and they cannot honor the requested condition "as long as it goes back to the county". He then said the department would claim the federal monies based on what the IDNS have earned.

Commissioner St. James gave acknowledgment of the hard work Nicholas Toumpas has done and how he returns to this County though there are differences in opinions.

*Nicholas Toumpas left the meeting at 9:25am.*

County Attorney Conway gave reminder Drug Court Graduation was today and that there would be four (4) graduating. She gave notice she is considering giving her support of the proposed legislation on eliminating the statute of limitations on sexual assault cases.

Director Gates reported the drilling and monitoring of installation around the boiler room will begin next week and should take about a week to complete. She said one of the two water softeners was pulled and she noted it was a \$90 thousand capital project that had been elaborated and going well. She is making progress at Driscoll ground and have started the demo in the kitchen.

Commissioner Tombarello noted the county has received a \$5,000 check from 3-ponds and they are paying for water all of which make us updated with them.

Director Nickerson reported his department is making progress on the general ledger portion in Kronos and will have payroll numbers soon. He said they continue to work manually on the retirement system, which is due on the 15<sup>th</sup> and that Kronos should have an updated version sometime today. He noted Finance and Human Resources are conducting the meeting with the EO's and DD's on the leave process and coding cards, which will make things easier. He said the first meeting they had with Long Term Care went well.

Commissioner Coyle asked of Superintendent Church, how the newspaper received information about our booking on the murder case. Superintendent Church responded the newspaper got their information from the Court and not from the Department of Corrections.

#### **VI. Commissioners Non-Public Session**

**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 9:37am. Commissioner Coyle seconded. Commissioner St. James called for a vote: Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

- **NH RSA 91-A:3,II (a-I) Personnel**

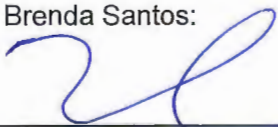
**Moved:** Commissioner St. James moved to go out of non-public session at 9:55am Commissioner Tombarello seconded. Commissioner St. James called for a vote: Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

#### **VII. Adjourn**

**Moved:** Commissioner St. James moved to adjourn at 9:55am. Commissioner Tombarello seconded. Commissioner St. James called for a vote: Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_

  
Kevin Coyle, Clerk-Rockingham County Commissioners





# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
February 19, 2020 at 8:30am

### Present

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent  
Chuck Massahos, High Sheriff  
Brenda Santos, Senior Executive Assistant

Jude Gates, Director of Facilities, Planning & IT  
Albert Brackett, Chief Deputy Sheriff's Office  
Steven Woods, Long Term Care Services Director  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Nicholas Toumpas, IDN 6

### I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order 8:33 am

### II. RFP Openings/Awards

- Open: Fuel Contract (Engineering and Maintenance Services)  
Opened proposals from Palmer Gas & Oil, Hartman Oil and Propane, Sprague Energy, Broco Oil, and Energy North Inc.

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and return with recommendations for Fuel Contract. Commissioner Coyle seconded. All voted in favor.

- Open: Mobile Data Terminal Computers (Sheriff's Office)  
Opened proposals from Connection, Response Team SHI International Corp., Hypertec Direct, Howard Technology solutions, Glacier Computer LLC and Datalux

**Moved:** Commissioner Tombarello moved to authorize the High Sheriff to review, evaluate the proposals, and return with recommendations for Mobile Data Terminal Computers. Commissioner Coyle seconded. All voted in favor.

- Award: Fire Sprinkler Testing and Inspection (Engineering and Maintenance Services)

**Moved:** Commissioner Coyle moved to award Fire Sprinkler Testing and Inspection proposal to Hampshire Fire Protection Co., LLC for a period of April 1, 2020 to March 31, 2021 for an annual fee of \$5,700 and quoted rates for other work that may be requested, as recommended by the Director of Facilities, Planning and IT. Commissioner Tombarello seconded. All voted in favor.

### III. Consent Agenda

1. Minutes: February 11, 2020 (Commissioners Office)  
To approve February 11, 2020 meeting minutes.
2. Payroll (Finance)  
To approve payroll in the amount of \$1,125,372.96, period ending February 15, 2020.
3. Census Report-January 2020 (Long Term Care Services)  
For informational purposes.

**Moved:** Commissioner Coyle moved to approve Consent Agenda. Commissioner Tombarello seconded. All voted in favor.

### IV. Reports

Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle reported the inmate count at the jail was under 150. He gave notice he will be looking for a bond approval for the new building. Director Nickerson noted the motion would be needed for June.

Commissioner Tombarello reported he will not be at the March 6th NHAC meeting, which begins at 10am. He will attempt to make the 3rd, 4th or 5th meeting as these meetings along with the 6th will be with Jim Boffetti on the opioid settlement. He shared information he received from George Maglaras. Director Nickerson added there will be discussion on when the trust will be formulated and noted there is disagreement with the New York model. Commissioner Tombarello after speaking with Bob Bosignore who resides in Vegas, relayed will be flying back to attend the meeting as Bob does not agree with Jim Boffetti on how the settlement is being handled.

Commissioner St. James said he had spoke with Director of Nursing McCarty on the outpatient rehab proposals and they had three serious offers. Director Woods gave notice he would have the award ready when he returns from vacation.

Finance Office – Charles Nickerson, Director and Human Resources – Alison Kivikoski, Director

- Proposed Changes to Policies, Practices and Procedures for Exempt Employees

Director Kivikoski said this is related to the exempt employees and is recommending changes to the way we require punches from these employees now. She brought everyone's attention to her hand-outs reflecting the changes made to the current Personnel Policies and Procedures and gave explanation, and said this reflects information relating to punches, accruals and backing out of time. Commissioner Coyle said we cannot include union employees in the Nursing Home at this point, as this would be a change in working conditions. Director Kivikoski asked of the Board to go to legal to make sure the language is correct with DOL and verify we have not missed anything, at the same time she will ask about the Nursing Home union employee. Commissioner Coyle noted those employees that punch now can use earn time. He said as part of the motion it should be non-union at this time until the changes could be made.

**Moved:** Commissioner Coyle moved to approve the proposed changes to the Personnel Policies and Procedures and the Payroll and Time and Attendance System Procedures and Practices for non-union exempt employees as defined on the documentation provided. The proposed effective date of these changes is March 29, 2020, pending legal review, as recommended by the Director of Human Resources and Director of Finance. Commissioner Tombarello seconded. Commissioner St. James made the suggestion to go to Attorney Bailey for her advice and she could craft the language for the MOU. Commissioner Coyle made reminder he has been opposed and feels it will not be a benefit to members at this table as they have not abused earned time, but feels it may be abused by others. Commissioner Tombarello's suggested to bring back for a review of how this change is working. Commissioner St. James noted there will be a review in six (6) months. All voted in favor. Director Kivikoski will come back with the MOU for the teamsters and will contact Bill Cahill. .

Human Resources – Alison Kivikoski, Director

- Exception Request Pursuant to Personnel Policies and Procedures 8-3 (Sheriff's Office)

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 8-3, for an employee (D.V.) of the Sheriff's Department (undisclosed), requesting an exception to the "six day rule" to allow use of this employee's Sick Pool Time during intermittent leave, as they will not meet the policy requirement of 5 consecutive days us of Earned Time or Holiday Time, as recommended by the Director of Human Resources and approval of the High Sheriff. Commissioner Tombarello seconded. Commissioner Coyle stated, this employee will have to use the 5 or six days of earned time first. And then to the sick pool. Director Kivikoski said they do not have to exhaust all their earned time. All voted in favor.

- Weather Emergency Declared-February 13, 2020 at 6:00am through 8:00am

**Moved:** Commissioner Coyle moved to approve, in accordance with Personnel Policies and Procedures Chapter 7-5, Thursday, February 13, 2020 beginning at 6:00am and ending at 8:00am, is declared a weather emergency as recommended by the Director of Human Resources. Commissioner Tombarello seconded. All voted in favor.

- NeoGov Service Agreement

**Moved:** Commissioner Coyle moved to approve NeoGov Services Agreement, a three year term at a cost not to exceed \$47,885.00 (FY 2020 cost is \$19,295; annual cost thereafter is \$14,295), pending risk and legal reviews, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Leave Without/With Pay – Leave of Absence Request

**Moved:** Commissioner Coyle moved to approve Leave With Pay-Leave of Absence Request for an employee of Long Term Care Services (J.B.), length of leave time from 2/16/2020 to 2/29/2020, as recommended by the Director of Human Resources and Director of Long Term Care Services., Commissioner Coyle gave clarification that this person is on Short Term Disability. Commissioner Tombarello seconded. All voted in favor.

- PCC Master Subscription Agreement and HIPAA Business Associate Addendum

**Moved:** Commissioner Coyle moved to review and approve the PointClickCare Master Subscription Agreement and HIPAA Business Associate Addendum, term 01/20/2020 to 01/19-2023, pending risk and legal reviews and recommendations, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded.

## V. New Business / Old Business

Director Woods reported respiratory therapy was going well. His department has hired two full time LPN's this week, and internally he has a supervisor working on education on F2.

Commissioner St. noted there will be SEA union negotiations on March 6<sup>th</sup>.

Director Kivikoski will be meeting with the employee advisory committee today for the Personnel Policies and Procedures and will be prepared to give a clean copy with revisions to the Board, and pending approval will move over to legal. She will work together with Director Woods and Superintendent Church on the leadership training RFP and will send out once complete.

Chief Deputy Bracket reported Charles Bauer from Gallagher (out of Concord) gave training this week to his department on Fair and Impartial Policing. He said the purpose of the training was to educate on how we handle illegal and undocumented aliens and explained we are not ICE agents. He explained, we do not have the authority to detain someone for ICE, because it is a civil infraction to detain someone for them, which could lead to a potential lawsuit. Chief Deputy Brackett then said, if they are doing something that is a crime, then we do have the authority to arrest, but not because they are an alien.

Superintendent Church added, he does not have an ICE contract and his department does not detain for ICE either. He said ICE runs our housing list and practices communication and corporation with them.

Director Gates reported the drilling will begin today and will take about a week.

Director Nickerson gave notice he will bring forward the proposal for the Special Government Grants, noting there will be no budget constraints as this will be budgeted with the General Government and budget for the unmatched amount. His department is working on doing a budget workshop meeting in early March that will first go over the budget and second on the entry portion of OpenGov. He thanked everyone for the completion of the holiday payroll. His department continues to work on the fine tuning of Kronos.

Director Nickerson said in preparation for the meeting on Friday, Representative Major had requested what were the IDN projects for 2019, what were their targets, and what targets were met. He said he felt there should be more information before a vote with the full Delegation.

Commissioner Coyle gave reminder that he asked of Nicholas Toumpas for a budget and where the monies were spent.

Nicholas Toumpas gave a brief overview of a few of the programs and the funding the IDN had contributed: \$60,000 to Aloft in Exeter; \$70,000 to CORE Pediatrics; \$45,000 to Crossroads House; \$190,000 to Greater Seacoast Family Health; \$25,000 to Lamprey Health Care; \$75,000 Seacoast Youth Services, outpatient in

Seabrook. He said these are the key programs for Rockingham and will forward the total at a later date. In response to Commissioner Coyle's asked, has everyone for 2019 been paid. Nicholas Toumpas responded everyone for 2019 have been paid. Commissioner Coyle stated, there is no outstanding bills for 2019, in IDN 6 and IDN 4. Nicholas Toumpas agreed and said that he and Peter Janelle took a conservative approach on spending from their IDN's and could not speak on the other IDN's. Commissioner Coyle said we do not want to give the impression there are any outstanding bills in Rockingham County. Nicholas Toumpas said if \$700,000 is approved it will get matched from the Federal Government and that money will go into a pool and go back to the IDN. He spoke of the questions given to him from Commissioner Coyle a few weeks ago and said he sent them a few times to the department (DHHS) and has not received the answers, and he will ask again. He said a letter is being prepared by Henry Lipman addressing those questions to all the counties and had hoped the letter would be ready today. He and Peter will not be present for the Executive Committee meeting Friday the 21<sup>st</sup>, but there will be representatives that will attend. Discussion ensued. Commissioner Coyle asked, if you do not have a funding source for 2021, how do we know you will not ask the County for the money. Nicholas Toumpas responded and said we will not be coming back to the Counties in 2021 for the funding.

Commissioner St. James gave a thank you to Nicholas Toumpas for appearing before the Board on many occasion, and despite their differences with this process, he has always been good to work with. Commissioner St. James asked for a round of applause.

Commissioner Coyle noted he will be out of town for next week's meeting and will appear by telephone.

**VI. Public Comment**

**VII. Commissioners Non-Public Session**

**Moved:** Commissioner St. James moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 9:50 am. Commissioner Tombarello seconded. All voted in favor.

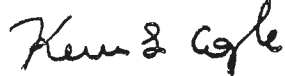
**Moved:** Commissioner Coyle moved to go out of non-public session at 10:22am. Commissioner Tombarello seconded. All voted in favor.

**VIII. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 10:23am. Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_



Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Tuesday, February 25, 2020 at 8:30am

### Present

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Corrections Superintendent  
Tiffany McCarty, Director of Nursing  
Brenda Santos, Senior Executive Assistant

Jude Gates, Director of Facilities, Planning & IT  
Albert Brackett, Chief Deputy Sheriff's Office  
Cathy Stacey, Register of Deeds Stephen Church,  
Charles Nickerson, Finance Director  
Lisa Fioravante, Sr. Human Resources Generalist

### I. Call to Order / Pledge of Allegiance

Commissioner Coyle identified himself while appearing by telephone at 8:32am.

Commissioner St. James called the meeting to order at 8:33am.

### II. RFP Openings/Awards

- Open: Elevator Preventative Maintenance/Repairs and State Approved Inspection (Engineering and Maintenance Services)  
Open proposals from Stanley, ThyssenKrupp, Eagle Elevator Co., Otis Elevator Co., and Embree.

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and return with recommendations for Elevator Preventative Maintenance/Repairs and State approved Inspection. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

- Award: Fuel Contract (Engineering and Maintenance Services)

**Moved:** Commissioner Tombarello moved to award Fuel Contract proposal for the term of April 1, 2020 to March 31, 2021 #2 fuel oil, small and large drops, to Haffner's Energy for a fixed cost of \$2.199/gallon and Diesel fuel to Haffner's Energy for a fixed cost of \$2.299/gallon. (These prices represent a savings of approximately 14% over the previous year). This award is recommended by the Director of Facilities, Planning and IT. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

**Moved:** Commissioner Tombarello moved to accept this year's quote of \$1.54/gallon for LP Gas, noting the Board agreed to a 5-year contract with Palmer Gas & Oil (PGO), which contract term ends September 1, 2024, with the understanding that PGO would annually requote the price for LP Gas and this year's quote is \$0.06 lower than most recent year, as recommended by the Director of Facilities, Planning and IT. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

### III. Consent Agenda

1. Minutes: February 19, 2020 (Commissioners Office)  
To approve February 19, 2020 meeting minutes.
2. Warrants (Finance)  
To approve Departmental Warrants T200417, T200467, T200548, T200549, T200550, T200551, T200622, T200623, T200624, T200625, T200626, T200627, T200629, T200646, T200647, T200679, T200680, T200690, T200693, T200694 totaling \$519,633.94; Departmental Warrants Entered by Finance T200673, T200674, T200707, T200708 totaling \$22,227.48; AP Wire Payments T200706 totaling \$1,641,886.00; Payroll Warrants 2/6/2020, 2/7/2020, 2/10/2020, 2/13/2020, 2/14/2020, 2/20/2020, 2/20/2020 totaling \$12,471.40; General Ledger Warrants GL20494, GL20526 totaling \$3,628.97; Amounts previously approved/authorized by BOC T200009 totaling \$1,455.00; Grand Total \$2,201,302.79.
3. Population Report (Department of Corrections)

- For informational purposes.
4. Legal Invoices (General Government)  
For informational purposes.

**Moved:** Commissioner Tombarello moved to approve Consent Agenda. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

#### IV. Reports

##### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle reported the inmate count at the jail was 149. He said Corrections has completed the first phase on the process for the MAT certification. Commissioner St. James noted he will forward information to the other Commissioners and to Superintendent Church on A & E (Arts and Information).

Commissioner Tombarello note he will not be at the NHAC meeting on Friday. Commissioner Coyle suggested following the direction given by Attorney Bonsignore. Commissioner St. James asked of those that would be voting for Rockingham to pass this on at the meeting.

- Lang Donation Letter

**Moved:** Commissioner Tombarello moved to approve and authorize the Chair to sign the Lang Donation Note of Receipt of property donation from Robert V. Lang, specifically a parcel of land lying and being situated in the Town of Epping, New Hampshire, containing approximately 0.58 acres and referenced as Lot 037-016 by the Town of Epping, New Hampshire. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes

- Board of Commissioner Meeting Dates-Changes

At Commissioner St. James' request, the Board agreed to move the time to 3:30pm for the May 27<sup>th</sup>, 2020 Board of Commissioners meeting

Commissioner Tombarello noted he will be on vacation from March 4 to March 10<sup>th</sup> and will not be absent for the meetings during that time.

##### Finance Office – Charles Nickerson, Director

- Creation of New Special Revenue Fund: Contingent Grants

Director Nickerson reminded that he gave notice last month that most other governmental entities budget for their contingency grants, the part that are matched, in a separate special revenue fund. He said the benefit with this fund is that our total appropriations will go down and we will not be limited to the amount of contingent grant money we take in.

**Moved:** Commissioner Tombarello moved to approve the creation of a new Rockingham County Special Revenue Fund to be called "Contingent Grants" effective July 1, 2020, which shall be utilized to account for the portion of contingent grants for which there is a 100% match, and to only utilize the General Fund Grant Monies expense line for that portion of future contingent grant expenses that is not matched by grant revenues, as recommended by the Director of Finance. Commissioner Coyle seconded. Commissioner Coyle asked do we put in a minimum amount of money or matching or is it a separate budget line. Director Nickerson said usually where we have grants that do not get fully match as in training grants and gave dispatchers council grant as an example with the 80/20 split. Director Nickerson foresees it will be far less and closer to \$50,000. Commissioner Coyle asked where does this referenced \$50,000 go. Director Nickerson said it stays in the general fund where we budget in estimated grants line expense. He said with special revenue fund we do not have to budget anything but can list the grants we hope to get. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

Commissioner St. James asked Commissioner Coyle if he gives permission for Brenda Santos to add his signature on the documents he voted yes on today. Commissioner Coyle said yes for his e-signature.

- Proposal to Perform Workers Compensation Actuarial Study-Select Actuarial Services

Director Nickerson noted this company has held the price to \$4500 for many years.

**Moved:** Commissioner Tombarello moved to approve and authorize the Chair to sign the proposal to perform Workers Compensation Actuarial Study for Rockingham County by Select Actuarial Services, in amount of \$4500.00, as recommended by the Director of Finance. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

Human Resources – Alison Kivikoski, Director

- Update Title: MDS Assistant to be Assistant MDS Coordinator (Long Term Care Services)

Senior Generalist Fioravante said when the job description came before the Board it had the wrong title.

**Moved:** Commissioner Tombarello moved to update the job description of MDS Assistant with the title of Assistant MDS Coordinator, as an outcome of the 2016-2017 Salary and Classification Study, the title of “MDS Assistant” was changed to “Assistant MDS Coordinator”, as recommended by the Director of Human Resources. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

- **Walk In: Payroll Change Notice (Long Term Care Services)**

**Moved:** Commissioner Tombarello moved to approve Payroll Change Notice for an employee from Long Term Care Services (J.L.), as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner Coyle seconded. Commissioner St. James noted this is on unpaid leave. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

- **Walk In: Out-Processing or Change to Non-Benefits Eligible Status**

**Moved:** Commissioner Tombarello moved to approve Out-Processing or Change to Non-Benefits Eligible Status for an employee of Long Term Care Services (J.L.), as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner Coyle seconded. Commissioner St. James noted involuntary termination. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

Long Term Care Services – Steven Woods, Director/Administrator

- Exception Request Pursuant to Personnel Policies and Procedures 8-2 F

Lisa Fioravante explained this employee has earned time balance of 54.4 hours and is unable to use the minimum requirement due to the shortage in staff. She said this employee is taking time off this month and in March and will still have a balance after using this time, and she is asking for a rollover of the remainder of earned time to meet the minimum requirement. Commissioner St. James relayed his conversation he had with Director Woods and noted the employee is bogged down due to a shortage in her department. Commissioner Tombarello noted we have approved this type of request before.

**Moved:** Commissioner Tombarello moved to approve Exception Request pursuant to Personnel Policies and Procedures 8-2 F, for a Long Term Services Employee (J.D.), to allow the rollover of the remainder of Earned Time this employee was unable to use to meet her minimum usage requirement this period, as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner Coyle seconded. Commissioner St. James called for a vote: Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

**V. New Business / Old Business**

- **IDN Funding**

**Moved:** Commissioner Tombarello moved to retract motion made on February 11, 2020 for \$700,000 IDN funding made through a supplement appropriation, which would have been fund balance. Commissioner St. James seconded and asked for comment. Commissioner Coyle said this is probably one of the worst political actions he has seen and frankly, he is embarrassed by the two Commissioners. He said it should not have been voted on by the Executive Committee and should have been voted on by the entire Delegation. He gave reminder he had already given his disapproval on a decision that was made two weeks ago and because Representative Major put the drag on it, here we are again. He held firm and said if we are going to do this, it should have been through a supplemental appropriation. Commissioner Tombarello noted he had spoken over the phone with Commissioner Coyle after the Executive Committee meeting on Friday and affirmed he had relayed all of Commissioner Coyle's concerns to the Executive Committee and let them know that he supported those concerns of Commissioner Coyle that this was way too much money to be a line item transfer, as well. He pointed out to them the taking from the grant and contingency funds and the problems with this action. Commissioner Tombarello relayed to Commissioner Coyle the Executive Committee put the pressure on them to not going forward with a full Delegation and not rely on all 90 State Representative with this amount of money and that we should only rely on the 15 members of the Executive Committee with this kind of transfer. He said at this point, he only wants to go forward to give closure to this and believes the Delegation would not get a quorum. He also told the Executive Committee the three (3) of them believe this is something the Governor/State should be paying because it has the same script of drug court all over again. Commissioner Coyle respectfully made reminded of Commissioner Tombarello's statement he made and repeated them "the IDN was not worth funding and he did not want to go over what was paid in 2018". Commissioner Coyle stated to Commissioner Tombarello you did not want to go over \$700,000 now we are at \$730,200, of which is not a County expense. He said saying yes is easy because you get to please everybody, where saying no is difficult but is the right decision. Commissioner St. James called for a voted. Commissioner Coyle voted no; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- **Line Item Transfer-IDN Funding (Commissioners Office)**

**Moved:** Commissioner Tombarello moved to approve proposed transfer to the IDN Funding expense line from several department budget lines. Line Item Transfer from the following accounts:

- 11402000-56102 NF/Intermediate Nursing Care \$411,000.00
- 11600000-51301 Correctional Officer Union (wages) \$89,000.00
- 11600000-54816 Inmates at Other Facilities \$80,298.00
- 16100000-54100 Contingency \$150,000.00

Total amount of \$730,298.00 transferred to

- 11402000-56201 IDN Funding, total amount \$730,298.00, as recommended by the Chair, pending Delegation approval. Commissioner St. James seconded.

Commissioner Coyle asked who came up with these numbers to take from those particular line items. Commissioner St. James said he asked Director Nickerson to look into this. Director Nickerson said he came up with the numbers and explained why he chose these lines: \$411,000.00 has been known quantity in the Nursing Home line, we budgeted for the worst case scenarios on the County Cap increase, and there was not an increase from what the Governor came out with originally, and because of that there was money in that line and this will make up the primary portion; the Contingency line the Delegation gave increase to that to \$150,000 from \$100,000 at the meeting on Friday; and the \$89,000 is what the Superintendent was able to help out. He did look at other lines and we are too close on the other department lines to contribute something meaningful for this transfer. Commissioner Coyle said our core functions are Nursing Home, Intermediate Care, Corrections and other County functions of which we are taking \$711,000 from these lines. He said it is costing his communities of Derry and Londonderry \$70,000, and Tom's community Salem \$70,000, and Kevin's community of Portsmouth \$80,000. He said you may not see this, but this increases taxes each year and it is fundamentally wrong for us to give to an organization that we have no idea of what they are doing or where it is going, of which you both have said is not worth funding, and we are back again. Commissioner St. James expressed disagreement to what Commissioner Coyle was saying and said he does agree this is not a County function but should be a State expense and at this point someone has to pick it up and it is on the County. He said, but to say we do not know what they are doing is wrong because they are doing services with Seacoast Mental Health, and SOS in Hampton. He said we know what they are doing. Commissioner Coyle gave reminder that Commissioner St. James has said he has had no earthly idea of what the IDN is doing and that he



has consistently been opposed to this funding. He said Commissioner Tombarello has said no one from the IDN has ever come to him and said what they are doing or asked of him to help them out. Commissioner Tombarello in speaking on the contingency said it was for unanticipated expenditures and even with that information given to Representative Major, moments later, he upped it to \$150,000. He noted how he expressed to Representative Major he did not support the taking from that line and was disappointed that they then upped the amount from \$100,000 to \$150,000. He said there were so many State Representatives at Friday's meeting that did not want to go forward. Commissioner Tombarello gave notice, we are budgeting this for next year and he will take a good hard look at this because on budgeting for this Commissioner St. James mention he was looking to put 1.4 million in for this from Rockingham. Commissioner Tombarello does not want to drive the budget up to 1.4 million and repeated he will take a hard look at this. Commissioner Coyle stated he will attend the meeting in Portsmouth and will be happy to let Portsmouth know Commissioner St. James wishes to raise their taxes \$140,000. Commissioner St. James called for a vote. Commissioner Coyle voted no; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Director of Nursing McCarty reported they had their open house for the Quality Nurse position and will meet CMS guidelines with having a Quality Nurse here. She said they will be doing a tabletop disaster drill on the Corona virus. She gave notice there is shortages in the purchasing of masks and impervious gowns. She stated, if we get a flu breakout we do not have enough gowns and masks and are working with suppliers on getting small amounts and will harbor them in the event there is a need for them. Director McCarty said because of the Corona virus, one of the other Nursing Homes got a tag and received an infraction for not having a drill in place so we are on top of this.

Register of Deeds Stacey reported they were successful in killing House Bill 1400. She noted the subcommittee met and they had a lot to say about the sponsor trying to eliminate the Deeds office. She said they have been fighting for six (6) years and it was a success, and they are please. She gave notice Mr. Lang came in to sign the necessary paperwork and we are good to go.

Director Gates reported the drilling in Underhill parking lot is still on going, and said they had equipment failure and that is the reason for the delay. She said the elevator in Mitchell building (our oldest and only cable elevator) would have its safety inspection today. She noted safety is every five (5) years and regular testing is once a year. Director Gates then said there would be quarterly sprinkler testing today.

Superintendent Church said we are license by State of NH and are one third of the way to being an OTP. He noted we had to get that done before the DEA comes in and we are about sixty (60) days out from the certification. He reported his department is working on security upgrades with Director Gates and then the DEA will be back in. He and his team will be in Franklin County in Massachusetts next Tuesday for the last phase on how they administer the Methadone treatment.

Director Nickerson gave apology to the Kronos hiccup and reported it was an application issue. He gave recognition to Ben Wing for being able to come up with a temporary solution that got us back on. His department is working on the completion of the financial statements and noted due to personnel turnover, the auditors were delayed with getting them to us. He spoke with DHHS and because of recent legislation; the deadlines in filing audit statements have been removed. He said they are working on payroll items and being self-insured application.

- **Walk-in- Melanson: Release of FY 2019 audited financial statements letter.**

Director Nickerson noted as the final step, the auditors require a management representation to go through the date to release.

Director Nickerson noted he had the new American Express cards for the departments and will need signed authorizations on the necessary forms such as authorization, designee to be a cardholder and user responsibility and liability.

## VI. Public Comment

## VII. Commissioners Non-Public Session

**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 9:13\_ am. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; Commissioner St. James voted yes.

- NH RSA 91-A:3,II (a-I) Personnel (Human Resources)





# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
March 4, 2020 at 8:30am

## Present

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent  
Cathy Stacey, Register of Deeds  
Chuck Massahos, High Sheriff  
Brenda Santos, Senior Executive Assistant

Jude Gates, Director of Facilities, Planning & IT  
Lieutenant Kevin Walsh, Sheriff's Office  
Steven Woods, Long Term Care Services Director  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Lisa Fioravante, Sr. Human Resources Generalist

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order. 8:33am.

Commissioner St. James recognized Commissioner Coyle who appeared by telephone. He then announced all those in attendance of this meeting.

## II. RFP Openings/Awards

- Open: Environmental Services Commercial Dryer (Long Term Care Services-Environmental Services)  
Open proposals from Nelson and Small, Daniels Equipment and Yankee Equipment.

**Moved:** Commissioner Tombarello moved to authorize the Director of Long Term Care Services to review, evaluate the proposals and return with recommendations for Environmental Services Commercial Dryer. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Award: Elevator Preventative Maintenance/Repairs and State Approved Inspections (Engineering and Maintenance Services)

**Moved:** Commissioner Tombarello moved to award Elevator Preventative Maintenance/Repairs and State Approved Inspections proposal to Embree Elevator for the period April 1, 2020 to March 31, 2021 for a monthly cost of \$1,445 and for the stated rates for any other work that may be requested, as recommended by the Director of Facilities, Planning and IT. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Award: Rehabilitation Services (May 1, 2020 – April 30, 2023) (Engineering and Maintenance Services)

**Moved:** Commissioner Tombarello moved to award Rehabilitation Services proposal for the term May 1, 2020 to April 30, 2023, in the amount not to exceed \$1,200,000 annually, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. Commissioner Tombarello added the name of the vendor as HealthPro. Commissioner Coyle gave his approval. Director Woods said HealthPro Heritage has an edge in Medicare A over our current provider and will financially be a strong partner as they have strong analytics and a focus on building partnerships with hospitals. He added, HealthPro would also include an MDS scrubber with their package. He said an MDS scrubber is useful when data is entered by our staff to get the PDPM rate it verifies the matching with billing. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Award: Mobile Data Terminals (Sheriff's Office)

**Moved:** Commissioner Tombarello moved to award Mobile Data Terminals proposal to Connection, to purchase the Dell rugged Latitude 5420 touch screen in an amount not to exceed \$11,891.05, as recommended by the High Sheriff. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

## III. Consent Agenda

1. Minutes: February 25, 2020 (Commissioners Office)  
To approve February 25, 2020 meeting minutes.
2. Payroll (Finance)  
To approve payroll in amount of \$1,138,770.59, period ending February 29, 2020.
3. Indeed Market Insights – LNA (Human Resources)  
For informational purposes.

*Lt. Walsh left the meeting at 8:41am.*

**Moved:** Commissioner Tombarello moved to approve consent agenda. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### IV. Reports

##### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

*There was a brief phone disconnect with Commissioner Coyle. He reconnected after a few minutes.*

Commissioner Coyle reported the inmate count at the jail was at 158 and that they were busy. Commissioner Tombarello gave notice of the NHAC meeting this Friday at 10:00am in Concord. He said Attorney Boffetti, Attorney Napoli, Attorney Bonsignore and Derek Ferland/County Manager Sullivan County would be at the meeting. He reported he will not attend this meeting as he will be on vacation and will return next Tuesday. Commissioner Coyle noted if he is well enough he will attend the NHAC meeting on Friday.

##### Corrections – Stephen Church, Superintendent

- MOU: Rockingham County Department of Corrections and Exeter Adult Education

Superintendent Church noted Exeter Adult Education works with them on "HiSET" testing, and this MOU outlines what they have been doing with them for over 20 years. He explained, Exeter Adult Education receives a grant for this work and as a requirement of the grant, we need to sign an MOU.

**Moved:** Commissioner Tombarello moved to approve Memorandum of Understanding between Rockingham County Department of Correction and Exeter Adult Education, as recommended by the Corrections Superintendent. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Bid Waiver Pursuant to NH RSA 28:8-f – Honeywell International

**Moved:** Commissioner Tombarello moved to approve Bid Waiver Request Pursuant to NH RSA 28:8-f to Honeywell International, in amount of \$8,260.00, to purchase and installation of security system for the jail infirmary, (Honeywell is a Sole Source Vendor), as recommended by the Corrections Superintendent. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

##### **Human Resources – Alison Kivikoski, Director**

- Personnel Policies and Procedures-Revisions

To review and make recommendations.

Director Kivikoski asked for comment or redirect from the Commissioners on the work product submitted regarding changes to the Personnel Policies and Procedures Manual. She noted the department affiliates have spent several months preparing what she is submitting and because of its comprehensive revisions, she is looking for approval to refer to legal, specifically due to DOL laws and the liabilities. She said there have been revisions but not comprehensive to this level since 1999. Discussion ensued. All three Commissioners agreed they needed more time to review before sending to legal.

Commissioner St. James asked for a round of applause to the Elected Officials, the Division Directors and the affiliates for bringing this forward and all the work they have done.

- Request to Seek Legal Review of Working Personnel Policies and Procedures

*The request to seek Legal Review of Working Personnel Policies and Procedures is tabled to allow time for the Commissioners to review the proposed changes.*

Long Term Care Services – Steven Woods, Director/Administrator

- Healthcare Academy Agreement - April 1, 2020 to April 1, 2021

**Moved:** Commissioner Tombarello moved to approve and authorize the Chair to sign the necessary documents for Healthcare Academy Agreement, for the term April 1, 2020 to April 1, 2021, the pricing has remained the same as last year's term; not to exceed \$7,000 for the year, effective April 1, 2020, pending risk and legal reviews, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Adult Medical Day Care (AMDC) Grant Request-Easterseals NH

Director Woods noted this is the first time using the new format. He will have updated numbers at the next meeting.

**Moved:** Commissioner Tombarello moved to approve Adult Medical Day Care (AMDC) Grant Request from Easterseals dated February 27, 2020 as recommended by the Director of Nursing on behalf of the Director of Long Term Care Services. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Hampton Union News Article – Donation to NH SPCA

Commissioner St. James gave recognition to Director Woods and Donna Roe and the donation from Rockingham County of blankets and towels to the Stratham SPCA.

## V. New Business / Old Business

Director Woods noted his department had the quality assurance meeting this morning and continues to have them quarterly. He said the information is now on line (i.e.: incident reports and death certificates). In referencing the Corona Virus, he said they were conducting a pre-drill this Friday and the huge disaster drill will be on the 19<sup>th</sup>. He noted the precautions already in place; they are watchful to the signs and symptoms; they are asking people not to come in; and they are making sure gowns and masks are in stock to be ready. He said there has been no report of the virus in this area yet.

Director Kivikoski gave reminder Engineering and Maintenance Services and Sheriff Supervisors are due for negotiations as the contracts are up December 31st. She asked which of the Commissioners would be representatives. Commissioner Coyle agreed to represent with the Sheriff. Commissioner Tombarello agreed to represent with Engineering and Maintenance. Director Kivikoski will reach out to them on beginning the negotiations. Director Kivikoski gave notice the RFP for training and development went out today, and there were five (5) groups they will submit directly to along with the other vendors that see the posted RFP. She noted she will be on vacation next week and Julie will cover for her. She has reached out to employee health services as staff have been inquiring about the measures the County is taking regarding the Corona Virus. She is asking of the Commissioners if she should work on a guideline and reported the CDC is the only one that has guidelines of which she will send out to the staff. She made reference to the NH labor net and said the State is not requiring testing right now nor is it required nationally yet.

Director Kivikoski personally expressed thanks and appreciation to everyone for the support and condolences given to her and her family for the passing of her mom.

Commissioner St. James spoke about the Indeed report and said the hits are good. Director Kivikoski said she will pull deeper for further reports and said we are doing OK but is slow going.

High Sheriff Massahos expressed his concerns on the lack of the proper masks and gloves supply, and said we need to be prepared in the event of the Corona virus.

Director Gates said we have a supply and have more back ordered until May. Director Woods said we are limited on the amount we can purchase and noted the prices have increased.

Register of Deeds Stacey reported, Jim Monahan is at the State House today for Deeds affiliate on Senate bill 425, which has to do with free copies for all the towns, and could be thousands of pages if they want. She said the other bill she spoke on last week went to the full committee yesterday and voted to ITL, which is good.

Commissioner St. James asked for a second round of applause and a thank you to Register of Deeds Stacey for the work on the Lang property.

Director Gates reported DES unexpectedly came in for a surprise visit at wastewater and they were happy with all the paperwork. DES informed her in a letter, that the ice pond dam is reclassified as a high hazard and that this decision was based on the inspection from October 2018. She said the fee will go from \$700 to \$1500 per year. She noted there is no additional requirements needed

Director Gates said Robin Bernier is working with the department heads regarding the number of trees and the use of paper in hopes to come up with saving. She said Robin and Jenn Montplaisir would like to work on a project and the planting of seedlings with the residents, as this is gaining attention.

Director Gates asked if she should offer Jonathan from Warrenstreet Architects another date to appear before the Commissioners on discussion of the proposed building plans.

Commissioner St. James asked for a change to the time for the March 18<sup>th</sup> meeting. After a brief discussion, it was agreed the time will be changed to 1:00pm for the March 18<sup>th</sup> Commissioners meeting. Director Kivikoski will let Gallagher know their time will be moved to 1:30pm to appear and Director Gates will offer Jonathan the time of 2:00pm for the March 18<sup>th</sup> Commissioners meeting.

Commissioner St. James asked for ideas on Eagle Scout projects as the den leader approached him with this request.

Superintendent Church reported he and his team went down to Franklin County, MA yesterday on how to dispense methadone and suboxone (MAT) and said they were helpful. He said NH pharmacy and DEA will meet with him to navigate through policy changes, which brings him closer to final licensing.

Director Nickerson noted there will be a budget workshop tomorrow and that he and Jessie will be presenting. He said the first part will be on the budget package with March 31<sup>st</sup> as the date departments must have them completed by; and the seconded part for those who have a role on entering information into OpenGov will be show the steps.

Director Nickerson reported he received the dues invoice in for NHAC and will prepare a separate warrant with a one-tenth methodology, the amount Rockingham County is willing to pay. He will prepare a separate AP wire warrant for the IDN Funding. He noted these two warrants will not be on the consent agenda, as they require separate signatures on approval. He will bring them forward next week

Director Kivikoski noted she and Director Nickerson met with Gallagher for a pre-renewal meeting on how the County is trending and made potential recommendations to bring before the Board. She said we are high on the dental plan.

Director Woods noted the beginning date for the Rehab contract was May 1<sup>st</sup>. He said the Hobart dishwasher in dietary is down and Hobart will be in to fix it. He said that line is over about \$400 and that he may need a transfer for dietary repair.

Commissioner St. James called attention to the Exception Request and noted the time of 9:14am and that no one has appeared for this request.

- Exception Request-Accrued Time

**Moved:** Commissioner Tombarello moved to approve Exception Request for a Long Term Care Services employee (L.S.T.), employee is requesting exception be made allowing her to retain all earned time wages paid while waiting for workers compensation claim to be accepted, the Director of Human Resources and Director of Finance do not recommend this approval. Commissioner Coyle seconded for discussion. Director Kivikoski said an employee was injured and was out on workers claim and the process was delayed due to the Lawson Group and the Provider. She said a lot of providers use 3<sup>rd</sup> party carries and information is processed off site and the information was not relayed. Director Kivikoski said we let this employee use eighty (80) hours of earned time and it was understood, as she signed a letter, if it was not compensatory she would have to be reimbursed. She has been fully reimbursed by workers comp and she does not want to pay back the earned time. She said this employee is currently paid double and we are trying to work out a payment plan.

Commissioner Tombarello asked is the amount \$1702.02. Director Kivikoski responded yes. Commissioner Coyle asked is there a way we can let her use this time during the year and not pay her out. Director Kivikoski said we could extend the pay period time line to follow as we do for everyone else. Discussion ensued. Commissioner St. James asked that a compromise is taken for an employee that has been here over 15 years. Commissioner Coyle agreed and said we do many payouts yearly and he is fine with this pay out even though the Director of Human Resources and Director of Finance do not. Commissioner St. James said we should allow this employee to buy out earned time. Commissioner Tombarello moved to withdraw the motion. Commissioner Coyle seconded. It was noted that Director Kivikoski would draw up a new motion and bring back next week.

Senior Executive Assistant Santos gave notice she will bring an RFP proposal for legal services next week for approval and said, the current contract with Sheehan Phinney Bass expires June 30, 2020.

Senior Executive Assistant Santos relayed a request made by an employee of Rockingham County, Scott Mann, to add a veteran's flag to a grave (John McAuley-U.S. Navy) located in the Rockingham County cemetery. She noted this is one of the few stones with a name on it and the majority of the grave markers are in numbers only with a record of who is buried there kept at the County. Discussion ensued. There was a suggestion to inquire with the Boy Scouts if a memorial stone/marker for the entire cemetery would be a good Eagle Scout project.

**VI. Public Comment**

There were no public comments.

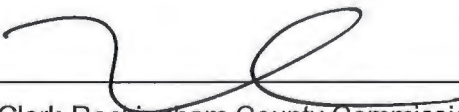
**VII. Commissioners Non-Public Session**

There were no Non-Public sessions.

**VIII. Adjourn**

**Moved:** Commissioner Tombarello moved to adjourn at 9:28am. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:

Received by:   
Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
March 11, 2020 @ 8:30 am.

## Present:

Commissioner St. James, Chair	Jude Gates, Director of Facilities, Planning & IT
Commissioner Tombarello, Vice Chair	Chuck Massahos, High Sheriff
Commissioner Coyle, Clerk	Steven Woods, Long Term Care Services Director
Stephen Church, Corrections Superintendent	Charles Nickerson, Finance Director
Patricia Conway, County Attorney	Robin Bernier, IT Manager
Cathy Stacey, Register of Deeds	Lisa Fioravante, Sr. Human Resources Generalist
Julie Hoyt, Senior Human Resources Generalist	Brenda Santos, Senior Executive Assistant
Joyce Blatchford	

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called all the meeting to order at 8:32am.

## II. RFP Openings/Awards

- Open: Computer Equipment (Engineering and Maintenance Services)  
Opened proposals from Hypertec Direct, Connection, and Insight

**Moved:** Commissioner Coyle to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and return with recommendations for Computer Equipment. Commissioner Tombarello seconded. All voted in favor.

- Open: Finish Pumps-Repair/Replacement (Engineering and Maintenance Services)  
Opened proposals from Barrie Miller's Well & Pump Service, Inc., Maher, Weston and Sampson, New England Pump and Valve, Epping Well & Pump Co., Inc., and Williamson New England Pump and Motor.

**Moved:** Commissioner Coyle moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and return with recommendations for Finishing Pumps-Repair/Replacement. Commissioner Tombarello seconded. All voted in favor.

## III. Consent Agenda

1. Minutes: March 4, 2020 (Commissioners Office)  
To approve March 4, 2020 meeting minutes.
2. Warrants (Finance)  
To approve Departmental Warrants T200418, T200419, T200468, T200552, T200553, T200554, T200648, T200649, T200686, T200688, T200689, T200700, T200701, T200726, T200727, T200728, T200729, T200730, T200732 total \$679,616.64; Departmental Warrants Entered by Finance T200715, T200717, T200718, T200719, T200720, T200721 total \$125,316.64; Payroll Warrants 2/27/2020, 3/2/2020, 3/5/2020 total \$6,990.43; General Ledger Warrants GL20425, GL20452, GL20488 total \$448.50; AutoPayments-Full amount previously approved by BOC T200000, T200001, T200002, T200003, T200004, T200005, T200006, T200008, T200009, T200010, T200011 totaling \$201,020.45; General Ledger Warrants (Continued) GL20499, GL20500, GL20533, GL20542, GL20549, GL20550 totaling \$24,377.90; Grand Total \$1,037,770.56
3. Population Report (Department of Corrections)  
For informational purposes.

**Moved:** Commissioner Coyle moved to approve consent agenda. Commissioner Tombarello seconded. All voted in favor.

## IV. Reports

### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates



Commissioner Coyle reported the inmate count at the jail was at 139, a record low. He attended the NHAC meeting held on March 6th regarding the opioid lawsuit, and said it did not appear the County would be receiving any money from the settlement.

Commissioner St. James had attended the meeting on the courthouse repair issues and noted the apologies given to the County from Sarah Lineberry of Bureau of Court Facilities. Commissioner St. James reported, Wayne Barrows is working on getting a picture of his mom, Maureen Barrows, to the County and he wished to donate a piano of his mom's to the County. It was agreed Jude Gates will work with Commissioner St. James on bringing the piano here and setting it up in the residence bistro room.

- RFP-Legal Services

**Moved:** Commissioner Coyle moved to approve Request for Proposal – Legal Services for Rockingham County as current legal services contract with Sheehan Phinney Bass and Green is due to expire on June 30, 2020. Commissioner Tombarello seconded. All voted in favor.

County Attorney's Office – Patricia Conway, County Attorney

- Assistant County Attorney – New Hire Pursuant to NH RSA 7:33-f

County Attorney Conway confirmed the Attorney General has given recommendation for this attorney. She said this attorney has an accounting background as well.

**Moved:** Commissioner Coyle moved to approve the hiring of Patricia Peters as Assistant County Attorney, as recommended by the County Attorney, pending approval of the Attorney General. Commissioner Tombarello second. All voted in favor.

- Victims of Crime – Federal Grant (VOCA)

**Moved:** Commissioner Coyle moved to approve the continued application process and to authorize the Chair to sign the additional necessary documents required by the New Hampshire Department of Justice for the VOCA grant (Victims of Crime Act grant), noting that on February 11, 2020 the Board gave approval to apply for the VOCA grant, as recommended by the County Attorney. Commissioner Tombarello seconded. All voted in favor.

Finance Office – Charles Nickerson, Director

- IDN-Accounts Payable Warrant T200756

**Moved:** Commissioner Tombarello moved to approve Accounts Payable Warrant # T200756 from Finance/Categorical Assistance department, to vendor Treasurer State of NH for IDN Funding in amount of \$730,298.00, amount (\$730,000) approved by Commissioners on February 25<sup>th</sup>, 2020 and amount (\$730,298.00) approved by Delegation Executive Committee on March 2, 2020. Commissioner St. James seconded. Voted: Commissioner Tombarello voted yes; Commissioner St. James voted yes; and Commissioner Coyle voted no.

- New Hampshire Association of Counties (NHAC)-Accounts Payable Warrant T200757

Commissioner Coyle stated, if we pay this amount they could send us out and asked, do we ask if they will accept this or just send it out. Commissioner St. James suggested a letter should be sent informing them we will pay this amount (\$17,397.50=10% of the total amount of \$173,975, due from ten (10) counties) and ask them to accept the amount. Commissioner Tombarello gave reminder he was in favor of paying the amount the NHAC asked for, and felt there was value in remaining with the association. Commissioner St. James noted, we will send a letter before we rule on the motion today. Commissioner Tombarello will speak with Chuck Weed on this matter.

- Community Partners (Rockingham ServiceLink programs)-Accounts Payable Warrant T200714

**Moved:** Commissioner Coyle moved for discussion purposes to approve Accounts Payable Warrant # T200714, from Non County Specials Department, to Community Partners for funding that will be used to support the Rockingham ServiceLink programs and operations in amount of \$2,500 (Strafford County Community Partners is taking over responsibility for Rockingham County ServiceLink). Commissioner Tombarello seconded. Commissioner St. James asked what they were doing for Rockingham County and questioned if those people that ServiceLink provided services to, were still receiving those services. Director Nickerson said Community Partners will continue to run Rockingham County services that ServiceLink provided. He has not received a respond to his inquiry to provide a breakdown per town on the services they are providing. Commissioner Tombarello stated, because they shut down Servicelink he will vote no. He asked if the \$2500 is quarterly. Director Nickerson said the \$2500 was quarterly. Commissioner St. James suggested we asked Community Partners to present a breakdown per town on the services they are providing. He suggested withdrawing the motion. Commissioner Coyle said we should vote now and he voted no. Commissioner Tombarello voted no. Commissioner St. James voted no and noted a letter will be sent to Community Partners informing them of the decision.

*Joyce Blatchford arrive approximately 9:00am.*

- TD Bank Lease Agreement

**Moved:** Commissioner Coyle moved to approve TD Equipment Finance, Inc. Lease Purchase Agreement, (vehicle award approved on September 25, 2029) for one (1) Department of Corrections vehicle, one (1) Engineering and Maintenance Services vehicle and seven (7) Sheriff's Office County vehicles with a combined purchase price of \$282,590.00 and a 2.54% interest rate (grand total \$289,707.03), and authorize the Chair to sign all necessary documents, as recommended by the Director of Finance. Commissioner Tombarello seconded. All voted in favor.

**Moved:** Commissioner Coyle moved to adopt the foregoing resolution and authorize the Chair to sign, noting having been read by the Board of Commissioners as written. Commissioner Tombarello seconded. All voted in favor.

*"A RESOLUTION OF COUNTY OF ROCKINGHAM, NEW HAMPSHIRE AUTHORIZING THE EXECUTION AND DELIVERY OF A LEASE PURCHASE AGREEMENT WITH RESPECT TO THE ACQUISITION, PURCHASE, FINANCING AND LEASING OF CERTAIN EQUIPMENT; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AND AUTHORIZING ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION*

*WHEREAS, COUNTY OF ROCKINGHAM, NEW HAMPSHIRE, a body politic and corporate duly organized and existing as a political subdivision of the County of Rockingham, New Hampshire ("Lessee"), is authorized by the laws of the State of New Hampshire to purchase, acquire and lease personal property for the benefit of Lessee and to enter into contracts with respect thereto; and*

*WHEREAS, Lessee desires to purchase, acquire, finance and lease certain equipment with a cost not to exceed \$282,590.00 constituting personal property necessary for Lessee to perform essential governmental functions (the "Equipment"); and*

*WHEREAS, Lessee proposes to enter into that certain Lease Purchase Agreement (the "Agreement"), with TD Equipment Finance, Inc. ("Lessor"), the form of which has been available for review by the governing body of Lessee prior to this meeting; and*

*WHEREAS, the Equipment is essential for Lessee to perform its governmental functions; and*

*WHEREAS, Lessee has taken the necessary steps, including those relating to any applicable legal bidding requirements, to arrange for the acquisition of the Equipment; and*

WHEREAS, the governing body of Lessee deems it for the benefit of Lessee and for the efficient and effective administration thereof to enter into the Agreement and any other documentation necessary, convenient or appropriate for the purpose of the financing the Equipment on the terms and conditions described therein;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LESSEE, that Lessee is hereby authorized to execute and deliver the Agreement with principal components of rental payments in an aggregate amount not to exceed \$282,590.00.

BE IT FURTHER RESOLVED, that the Agreement and the acquisition and financing of the Equipment under the terms and conditions as described in the Agreement are hereby approved. The Chair, Board of Commissioners of Lessee and any other officer of Lessee with the power to execute contracts on behalf of Lessee be, and each of them hereby is, authorized to execute, acknowledge and deliver the Agreement and any and all instruments, documents and certificates which may be required by or provided for in the Agreement or as may otherwise be required for or necessary, convenient or appropriate to the financing described in this resolution together with any changes, insertions and omissions therein as may be approved by the officer(s) who execute the Agreement, such approval to be conclusively evidenced by such execution and delivery of the Agreement. The Chair, Board of Commissioners of Lessee and any other officer of Lessee with the power to do so be, and each of them hereby is, authorized to affix the official seal of Lessee to the Agreement and attest the same.

BE IT FURTHER RESOLVED, that the proper officers of Lessee be, and each of them hereby is, authorized and directed to execute and deliver any and all papers, instruments, opinions, certificates, affidavits and other documents and to do or cause to be done any and all other acts and things necessary or proper for carrying out this resolution and the Agreement.

Bank Qualified only BE IT FURTHER RESOLVED, that pursuant to Section 265(b) of the Internal Revenue Code of 1986, as amended (the "Code"), Lessee hereby specifically designates the Agreement as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code.

BE IT FURTHER RESOLVED, that nothing contained in this resolution, the Agreement nor any other instrument shall be construed with respect to Lessee as incurring a pecuniary liability or charge upon the general credit of Lessee or against its taxing power, nor shall the breach of any agreement contained in this resolution, the Agreement or any other instrument or document executed in connection therewith impose any pecuniary liability upon Lessee or any charge upon its general credit or against its taxing power, except to the extent that the rental payments payable under the Agreement are special limited obligations of Lessee as provided in the Agreement.

BE IT FURTHER RESOLVED, that if any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately."

Human Resources – Alison Kivikoski, Director

- Occupational and Employee Health – Coronavirus (COVID2019) Power Point
- Coronavirus (COVID2019) Action Plan

Senior Generalist Fioravante went over the action plan as presented in draft form. She said the action plan is to go to all employees by department email and will be made available on the employee TV screens throughout the County complex. Steven Woods noted they will have a Long Term Care specific plan and did not wish to confuse the two. Senior Generalist Fioravante noted, Human Resources is directed by the CDC (Center for Disease Control) recommendations and gives us the opportunity to make changes. She gave a scenario and said if an employee has a child that is ordered to be quarantined, they employee is to notify Human Resources.

Human Resources will address each case separately as they are reported. Commissioner St. James recommended we adopt the plan and have it available to the employees. Commissioner Coyle gave approval to post internally.

**Moved:** Commissioner Coyle moved to approve Coronavirus (COVID2019) Action Plan, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. All voted in favor.

Commissioner St. James gave recognition to Director Woods for being selected to the DHHS task force team for Long Term Care Services and asked for a round of applause.

Long Term Care Services – Steven Woods, Director/Administrator

- Exception Request Pursuant to Personnel Policies and Procedures 6-7

**Moved:** Commissioner Coyle moved to approve Exception Request Pursuant to Personnel Policies and Procedures 6-7 for a Long Term Care Services employee (L.K.), the request to approve a promotion rate for this employee above the midpoint for Grade N12, a 10% increase, to \$2,882.00 (\$74,932.00 annually), as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner Tombarello seconded. All voted in favor.

Sheriff's Office – Charles Massahos, High Sheriff

- Forfeiture Vehicle-2015 Nissan Sentra

**Moved:** Commissioner Coyle moved to approve the acceptance of a 2015 Nissan Sentra forfeiture vehicle being offered through the Federal Forfeiture Program, as recommended by the High Sheriff. Commissioner Tombarello seconded. All voted in favor.

#### **V. New Business / Old Business**

Director Nickerson noted Attorney Napoli and Attorney Bonsignore will attend the NHAC meeting today at 1:30pm with regards to giving clarification to staying in or opting out of the opioid class action lawsuit. He reported on Workers Comp application with DOL and said it was going well with information to the actuary and soon they will have the actuarial opinion and then off to DOL by the end of month. He gave reminder of the Primex summit and said it is now open for the May date reservations and suggested to book rooms at the Omni. Director Nickerson said his department had a successful budget workshop and encouraged anyone that needed help to contact Jessie for assistance. If you need passwords reset, you may reach out to him, Ben or Jessie.

Superintendent Church reported his department has received the preliminary audit report from the PRIA coordinator and this kicks off the next 180-day process. He said the process should be complete by September. He said he spoke with the Board of Pharmacy inspectors with the DEA, and he will attend a meeting next month on the pharmacy changes.

Director Gates is optimistic with scheduling the sweeping of the parking lots next week, and said when the weather finally breaks again, we are going to re-stripe the parking lots at the nursing home. She will send the schedule.

County Attorney Conway said they were down attorneys and that it has been rough. She said the attorneys are stressed and the trial schedule is busy. She just hired Attorney Peters and pending paperwork on another attorney from Merrimack County. With the addition of these two attorneys, she is hopeful this should help. County Attorney Conway express her concern with the Coronavirus and how the State is handling this specifically because her office and trial work is based out of the State run courthouse. High Sheriff Massahos said he attended a meeting at the Governor's office and the people in charge will be handling each situation regarding Coronavirus case by case.

*Register of Deeds Stacey arrived at 9:15am.*

County Attorney Conway is seeking direction from the Board with regards to the transportation for witnesses that do not have rides. She said historically, her investigators provide transportation while using their own vehicles. She is working on her budget, and asked if it would be possible to purchase a vehicle for this purpose. She said

they do put money in their budget for Uber or taxi costs. Discussion ensued. Commissioner Coyle suggested putting money in the budget for the cost of an Uber or taxi, and not to purchase a vehicle. Commissioner Tombarello added, he would rather see the funding for an Uber or Taxi line than the liability of transporting passengers. Attorney Conway will reach out to the other County Attorney's on how they handle this.

Senior Generalist Fioravante said salary study and job descriptions is underway. She said the County recruiter went to a job fair at UNH last week and it went well, and that she will be attending two (2) more job fairs next week.

Director Woods had two people from his staff attend the job fair. He said he is monitoring the inventory and has plenty of antiseptic jell. He reported the skilled unit has eighteen (18) and is occupied at the highest level in a while at 95% .

**VI. Public Comment**

**VII. NH RSA 28:10-a II –Hearing 9:15am.**

Commissioner St. James invited Joyce Blatchford to the meeting. He asked her if she would like to appear for a public hearing or a non-public hearing. Joyce Blatchford chose to appear before the Commissioners in a non-public hearing.

**VIII. Commissioners Non-Public Session**

**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 9:25 am.. Commissioner St. James seconded. All voted in favor.

**Moved:** Commissioner St. James moved to go out of non-public session at 9:43 am. Commissioner Tombarello second. All voted in favor.

**IX. Adjourn**

**Moved:** Commissioner St. James moved to Adjourn at 9:44am. Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_

  
Kevin Coyle, Clerk-Rockingham County Commissioners



03-13-2020 BOC meeting  
minutes approved on 03/24/2020

# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
March 13, 2020 at 3:30pm

## Present:

Commissioner Tombarello, Vice Chair	Jude Gates, Director of Facilities, Planning & IT
Commissioner Coyle, Clerk	Chuck Massahos, High Sheriff
Steven Woods, Long Term Care Services Director	Major Dave Consentino, Assistant Superintendent
Stephen Church, Corrections Superintendent	Charles Nickerson, Finance Director
Patricia Conway, County Attorney	Amanda Schollenberger, Generalist
Robin Bernier, IT Manager	Tiffany McCarty, Director of Nursing
Cathy Stacey, Register of Deeds-( <i>Appeared by Telephone</i> )	Lisa Fioravante, Sr. Human Resources Generalist
Brenda Santos, Senior Executive Assistant	Julie Hoyt, Senior Human Resources Generalist

## I. Call to Order / Pledge of Allegiance

Commissioner Coyle called the meeting to order at 3:30pm.

## II. COVID-19 Updates

Commissioner Coyle opened the discussion regarding the phone calls coming in from staff that do not wish to come to work and is concerned for the nursing home and the jail. He asked what the policy should be if they are not sick but may need to self-quarantine. He gave an example; someone has a family member that needs to be quarantined because they may have come in contact with a person that tested positive. Should our employee self-quarantine also and should they be paid if they decide on their own to self-quarantine. He asked how the departments have approached this. Discussion on policy ensued.

County Attorney asked the question if the school closes what do we do if we have children. Commissioner Coyle said we should be liberal with the use of earned time with those that have children if they are essential employees and that they should not believe the County will pay. County Attorney said she has staff that do not have earned time. Register of Deeds Stacey relayed what the Governor had said, if anyone does not have earned or holiday time he/she, they may seek aid from Emergency Relief from Unemployment Security.

High Sheriff Massahos said his building is closed to anyone that does not work in the building. He said packages could be dropped off in the hallway. As for staff and calling out, he will handle it case by case until they hear from the Governor tonight.

Superintendent Church at his daily briefing has said if you are sick, you stay home and use your earned time.

Senior Generalist Fioravante said scenarios are coming in and as these situations evolve we may need another meeting next week. She is giving the same message to everyone, if you are sick stay home and if you are in this "iffy" situation you should keep in contact by phone with Human Resources. She said the direction has been to continue to work with the question that have come in as of today. She said someone did go to the emergency room and was diagnosed with having the flu. That person knows the protocol and will call on Monday to give us an update.

County Attorney asked if an employee has been exposed to someone that has tested positive what is the answer. Director of Nursing McCarty said we would ask them to self-quarantine for 2 weeks.

High Sheriff Massahos stated the questions should be controlled by the department heads. Commissioner Coyle responded, we need a uniformed policy and the answer should be the same. He said if a person has no symptoms but they have been overseas, if we mandate they have to stay home, we have to pay them. He said how do we handle the answers and control, do we ask Human Resources.

Director Woods believed Human Resources should be answering the questions because if it is a systematic issue and we think someone should be self-quarantined, it has to go through them.

Commissioner Tombarello mentioned the e-mail from Primex and stated, "If the employee actually develops COVID-19 in the course of employment the 14-day quarantine would likely be covered". If the virus does not develop, we would not.

Discussion ensued.

Register of Deeds Stacey said if they close the court, her staff works and the foot traffic could not come in.

Commissioner Coyle said if the courthouse closes and the County Attorney's office wish to be flexible with earned time, they may.

Director Nickerson noted, he has a few in his department that have child care issues and that they could take lap tops home and do their work from home.

Register of Deeds Stacey said she would encourage people without time on the books to sign up with unemployment, if they should need to take time off, and as the Governor said, the employer and the employees are not punished. She said the information is on the Governor's website.

Commissioner Coyle said for now, if someone wants to stop working they are to contact Human Resources and we will deal with each situation case by case, otherwise you have to use earned time and do not come to work sick. He noted to Director Woods and Superintendent Church their employees were essential and they have to work unless they are sick. He said to you that feel it is appropriate and you wish to let people work from home, it is at the discretion of the directors, if they have work they can do.

### III. Adjourn

**Moved:** Commissioner Coyle moved to adjourn at 4:00pm. Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_

Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
March 18, 2020 @ 1:00pm

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent-T  
Cathy Stacey, Register of Deeds-T  
Steven Woods, Long Term Care Services Director  
Tiffany McCarty, Director of Nursing  
Brenda Santos, Senior Executive Assistant  
Brian Carlson, Gallagher & Co.-T

Jude Gates, Director of Facilities, Planning & IT-T  
Chuck Massahos, High Sheriff-T  
Robin Bernier, IT Manager-T  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director-T  
Patricia Conway, County Attorney-T  
Albert Brackett, Chief Deputy Sheriff's Office-T  
Lauren Kosow, Staff Development Educator  
Gary Fornari, Gallagher & Co-T

## I. Call to Order / Pledge of Allegiance

Commissioner St. James noted, due to the COVID-19 event and restricted access to our building, we are making a temporary changes to the Board meetings and have made available a phone number to call into for anyone that wishes to attend the meeting and cannot enter the building. We will continue this process and ask that you contact Brenda Santos if you wish to attend by telephone and she will give them the code to call in. He added the contact information was made available on the County website and will continue until further notice. This is in an effort to help limit any possible exposure to our nursing home residents

Commissioner St. James called the meeting to order at 1:04pm.

## II. RFP Openings/Awards

- Open: Document Preservation (Engineering and Maintenance Services)  
Open proposals for Document Preservation from Kofile Technologies, Inc., NEDCC

**Moved:** Commissioner Coyle o authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and Return with recommendations for Document Preservation. Commissioner Tombarello seconded. All voted in favor.

- Award: Rehabilitation & Nursing Center/Environmental Service Commercial Dryer (Engineering And Maintenance Services)

**Moved:** Commissioner Coyle moved to award Rehabilitation and Nursing Center/Environmental Service Commercial Dryer proposal to Yankee Equipment Systems, Inc., for \$12,096, as recommended by the Director of Facilities, Planning and IT. Commissioner seconded. All voted in favor.

- Award: Computer Equipment (Engineering and Maintenance Services)

**Moved:** Commissioner Coyle moved to award Computer Equipment proposal to Connection in amount not to exceed \$53,583.72, as recommended by the IT Manager and Director of Facilities, Planning and IT. Commissioner Tombarello seconded. Commissioner Coyle asked if we need this now. IT Manager Bernier said we put it in the budget and we may not be able to get what we need after all that is going on with more companies allowing their people to work from home because of COVID-19. All voted in favor.

## III. Consent Agenda

1. Minutes: March 11, 2020 (Commissioners Office)  
To approve March 11, 2020 meeting minutes.
2. Payroll (Finance)



To approve payroll for period ending March 14, 2020.

**Moved:** Commissioner Coyle moved to approve Consent Agenda, including payroll amount of \$1,128,897.91. Commissioner Tombarello seconded. All voted in favor.

#### IV. Reports

##### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle spoke with the Sheriff today regarding COVID-19 and they have things pretty well under control. He said he spoke with the Superintendent and he is setting up measures to deal with COVID-19 as well. He suggested there should be more input from the Commissioner's and that we should have more Commissioner meeting's. Commissioner Coyle said we should schedule meetings twice a week. Discussion ensued. The Commissioners agreed there would be an additional meeting every Friday to deal with issues that may come up, and they will be held at 3:00pm with call-in access available.

Commissioner Tombarello said he spoke with Senator Morgan regarding federal benefits. There is a chance we will get some money back on expenses such as overtime and supplies. Commissioner St. James noted Director Nickerson has begun the coding of anything relating to COVID-19. Director Nickerson said he has worked with Corrections and has set up sixteen (16) general ledger accounts that have the project codes COVID-19. He will reach out with the other departments and will add general ledger accounts as needed. He noted Ben Wing is working with Director Kivikoski on adding new paid codes for example: self-quarantine, mandated quarantine or accrual accounts use for Covid-19 19 related items.

Commissioner Tombarello attended a Commissioner Counsel meeting re the 10% payment of the dues. He quoted what Commissioner Weed said: "If Rockingham County does not pay, he is sick of the shi..t and they are out" and he gave permission to quote him. He spoke with the Superintendent regarding the academy and said if we do not pay, we will not be permitted to attend. He is concerned about the academy and felt we should reconsider later because of that. Discussion ensued. Commissioner St. James clarified NHAC is governed by the bi laws, and because of the bi-laws they have adopted, they cannot throw Rockingham out, they can only document we are a member in "not" good standing. Commissioner Coyle noted Chuck Weed has been sent to conferences and it is not his County that is paying the \$17,000 for this, it is Rockingham County. It was agreed to table for further discussion

Commissioner Tombarello received an email from Director Gates and asked her to give highlight during new business.

Commissioner St. James said Director Woods informed him that his vendor cannot match bid price for gloves and the price gouging is going up. It may come to a point where supplies such as gowns, gloves, masks and purell will be over priced. We will keep track of that for the jail and the nursing home

- Right to Know Request Discussion

**Moved:** Commissioner Coyle moved to approve Right-to-Know letter: to deny out of state requests of information for purposes of selling information to potential vendors. Commissioner Tombarello seconded. Commissioner St. James gave a thank-you to Jessie Tonry for sharing the letter from the other County. All voted in favor.

- Rockingham Nutrition and Meals on Wheels - Letter of Recommendation

**Moved:** Commissioner Coyle moved to approve letter of recommendation from the Commissioners to State of NH Department of Health and Human Services on behalf of Rockingham Nutrition Meals on Wheels as they request for Application RFA-2021-DLTSS-04-Nutri for Nutrition and Transportation Services. Commissioner Tombarello seconded. All voted in favor.

##### Corrections – Stephen Church, Superintendent

- Glendale-Food Service Invoice

After a brief discussion regarding invoices from Glendale to the Department of Corrections, the Commissioner gave direction to not pay the invoice and to invite Jim Hecker in to go over this bill. Tabled to the April 1, 2020 meeting date.

County Attorney's Office – Patricia Conway, County Attorney

- Exception Request Pursuant to Personnel Policies and Procedures 6-3
  - New Hire-NH RSA 7:33-f

County Attorney said the background check is not complete but she feels confident it will be fine.

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 6-3, to hire Jonathan Raiche and an Assistant County Attorney at a rate of \$2,890.45 biweekly (\$75,151.70) annually; this rate is above midpoint for grade M09, as recommended by the County Attorney. Commissioner Tombarello seconded. All voted in favor.

Long Term Care Services – Steven Woods, Director/Administrator

- Adult Medical Day Care (AMDC) Grant Request-Senior Class Adult Day & Home Health Services

**Moved:** Commissioner Coyle moved to approve Adult Medical Day Care (AMDC) Grant Request-Senior Class Adult Day and Home Health Services dated March 10<sup>th</sup>, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

- Exception Request – Accrued Time  
No motion made. Human Resources will bring back updates later.

- Exception Request – Health Insurance Coverage

**Moved:** Commissioner Coyle moved to approve Exception Request from an employee of Long Term Care Services (S.B), to permit him to remove his son from health insurance coverage outside a 30-day window of a life event; noting this request is not recommended by the Director of Human Resources or the Director of Finance. Director Kivikoski noted we have no proof that the son is in the military. Commissioner Tombarello suggested a conditional offer. Commissioner Tombarello seconded. Commissioner St. James added the language "with son showing proof of being in military within thirty (30) days.

- HealthPro – Heritage Therapy Services Agreement 05/01/2020 to 04/30/2023

**Moved:** Commissioner Coyle to approve HealthPro – Heritage Therapy Services Agreement, term May 1, 2020 to April 30, 2023, amount not to exceed \$995,000 annually effective May 1, 2020, and authorize the Chair to sign all necessary documents, pending risk and legal review recommendations. Commissioner Tombarello seconded. All voted in favor.

Human Resources – Alison Kivikoski, Director

- Gallagher – Renewal Planning Meeting

Gary Fornari and Brian Carlson of Arthur J. Gallagher & Co. began giving their Renewal Planning presentation 1:35pm. They gave a prepared presentation, a power-point handout, in advance to the Commissioners that covered the following: Claim Performance and Renewal Projections-Medical and Dental; Healthcare Reform, Congressional Updates and Market Trends; and 2020 Renewal Planning and Options. Gary brought attention to page 5 and said we are at a 77.7% average loss ratio, which is good. He said that January was at 72.6 % and March was at 85%. He went over the OAP 5% option on page 6 and said the high deductible were good. He said page 10 outlines the high claims, the large loss tracking. He gave a sum on medical and he expects there should be a rate decrease and we should be looking at a flat renewal. On Stop Loss, Gary said it was looking good for the 25% we budgeted and

that we should fall below. While referring to pages 22 and 23, Gary said dental is running hot with high option driving the claims, but should settle down. Commissioner Coyle said, we need to be realistic, if it is costing us more money we need to raise the cost. Gary gave assurance it was not runny that bad. Commissioner St. James asked about Tandem Care. Gary said each year it is getting better and that it pays for itself right now and to not eliminate it, as it is a great tool. He advised if you eliminate it, you might see a bump in cost. Director Kivikoski noted she would look at this.

Commissioner St. James thanked the Gallagher group, (Gary Fornari and Brian Carlson) for their presentation and they ended the phone call.

- Payroll Change Notice – Receptionist (Long Term Care Services)

**Moved:** Commissioner Coyle moved to approve Payroll Change Notice for an employee of Long Term Care Services (J.B.), unpaid administrative leave start date 03/01/2020 through 3/11/2020, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

- Walk-In: Payroll Change Notice – LNA (Long Term Care Services)

Director Kivikoski said this is related to someone that has had to self-isolated that was in contact with someone that may have tested positive for COVID-19 and that this information was given to her yesterday. She noted she is not scheduled to work today, so it begins 3/19/2020.

**Moved:** Commissioner Coyle moved to approve Payroll Change Notice for an employee of Long Term Care Services (K.M.), paid administrative leave start date 03/19/2020 through and undetermined amount of time to be revisited in two (2) weeks, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

- Walk-In: Payroll Change Notice-Unit Manager (Long Term Care Services)

Director Kivikoski said this person lives with someone that received medical treatment in the emergency room on the 17<sup>th</sup> and they are waiting for the test results. She said if the test come back clear of COVID-19, they will return to work.

**Moved:** Commissioner Coyle moved to approve Payroll Change Notice for an employee of Long Term Care Services (S.Y.), paid administrative leave start date 03/17/2020 through 3/31/2020, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

## V. New Business / Old Business

Director Woods gave notice he will need a change order request as the price is going up to \$22.70 on gloves. He said Director Nickerson would give the completed form later. Commissioner Coyle said so we have a contract with them and they are holding us up. Director Woods noted this is going to happen clear across on critical supplies. Commissioner Coyle said they committed to something so we will have to take this up later. Commissioner St. James said we would track and challenge later.

Director Woods said if you wish to discuss COVID-19 that Director of Nursing McCarty and Lauren Kosow our Staff Development Educator are here. Director McCarty said they are using all supplies up until they are no good. Director Woods said we are not permitting anyone in unless they are screened. He gave details on the moving of residents to make isolated areas separate and that this was complete. He spoke on how many beds were available and how they are prepared in the event of a shut down.

Director McCarty anticipates acute care will eventually go up and that we will have to train staff to take on more than they do already. She said we currently have no ventilators. Discussion ensued. Director Gates confirmed there was individual filtration in the duct work for Blaisdell and Fernald and reported on other areas of the complex.

*Director McCarty and Lauren Kosow left the meeting at 2:13pm.*

Director Nickerson said attached to each paycheck was a flyer that gave recommendation for anyone that does not already participate in direct deposit to do so. He said Human Resources is working with Ben Wing on the pay codes for COVID-19. He is currently working with the departments for the COVID-19 project codes. This will help further on down with grants etc. He gave a reminder of the budget information that is needed by the end of the month.

Register of Deeds Stacey noted she is moving towards not allowing any public in her department and asked if she could stop the public from entering. The Commissioners gave their support to her request of not allowing the public in her office. She spoke with County Attorney Conway on the executive order #4 and she has concerns. Commissioner Coyle stated he did not agree, and said if the foreclosure happened prior to the order you can close. County Attorney Conway agreed with Register of Deeds interpretation.

Superintendent Church said they are in an extreme lock down and is comfortable with where they are at. We are working on isolating people coming in, and are now creating an isolation unit. He noted which blocks were reserved for quarantine needs and said he can create 200 beds. He said he cannot send female prisoners anywhere and must hold them here. He will exercise 651 with electronic monitoring and will release on his authority on pre-trial people that have been deemed vulnerable population, should we be infected. He has stopped the lobby visits and said we do remote visits by appointment. He said should they have an infection he will make the adjustments.

Director Gates noted the Sheriff's office ventilation system facilitates only the Sheriff's office. She is working with Superintendent Church on the work being done at the jail. She said masks are on backorder and that she has three (3) people with childcare issues.

County Attorney Conway expressed she would like to have a skeleton crew here and let others work from home. She said she has some staff that have laptops and that their work can be done from home. There is grumbling that some are working from home due to the limited hearings and many are held telephonically. She said the legal assistants are unhappy without the option, as they do not have laptops. She is asking for 16 laptops. Commissioner St. James was in favor if they have work and they can do it from home. Commissioner Coyle questioned how do you monitor the working at home. County Attorney agreed it is a challenge and said it would have to be the honor system and we could have them provide a list of what they did. She said she would have face-to-face meetings with multiple people as you can using Zoom. Discussion ensued. Director Kivikoski gave reminder we have not implemented the proposed process of not having salaried employees from punching in and out.

Commissioner Coyle suggest 5 and 5 and rotate. All Commissioners agreed to have 5 and 5 in and rotate. Register of Deeds Stacey said she has a staff of 14 and they will all continue to work from the office. There was a brief discussion regarding a return call to Attorney Cahill who asked how the County is handling situations. Commissioner Coyle said County Attorney Conway will direct Attorney Cahill to Human Resources and they can answer the question of procedure of what happens with each situation that arises (case by case). Director Kivikoski confirmed each situation will be handled case by case and she will continue to confer with Commissioner Coyle as needed.

County Attorney Conway suggested the meetings be made available via video conferencing as in the use of Zoom.

Manager Bernier stated she would make this happened, with the Office 365 subscription we have the use of the team.

High Sheriff Massahos noted they have taken extreme measures to protect the staff. He said only staff is allowed into the building. Commissioner St. James ask if we are not doing anything that would hurt the County at the jail, as would in doing warrant sweeps. High Sheriff Massahos confirmed they were not. He said the dispatch calls are being filtered.

*Director Woods left the meeting at 2:55pm.*

*County Attorney Conway left the meeting at 3:05pm.*

Commissioner St. James asked if we could table the Sheriff's non-public. High Sheriff said yes.

Director Kivikoski in speaking on protocol, asked if she could be permitted to conduct interviews through zoom.com. She said they have done test pilots and it works well. Her reason was to eliminate people from coming in and potentially infect the staff. Commissioner Tombarello asked Director Kivikoski if she was tested, having recently traveled out of the country, and she said yes. She spoke about the departments that were experiencing finding it tougher and tougher for people coming in. People are asking her if they can take unpaid time and use accruals on the book. Commissioner Coyle said we are being liberal with the earned time except for the departments with essential employees. He said they could take time off and file for unemployment. Discussion ensued on leave time, benefits, unemployment and more. Director Kivikoski will draft a letter to the employees and will present to the Commissioners for approval.

High Sheriff Massahos decided to ask for the non-public meeting be heard today. Deputy Sheriff Brackett believes it will not affect Union negotiations

**VI. Public Comment**  
**VII. Commissioners Non-Public Session**

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 3:25 pm. Commissioner Tombarello seconded.

**Moved:** Commissioner St. James moved to go out of non-public session at 3:50pm. Commissioner Tombarello seconded. All voted in favor.

The Commissioners agreed there would be meetings on Friday at 3:00pm in addition to the regular weekly meetings to address departmental updates on COVID-19, and if anyone needs to call in, they may. The March 25<sup>th</sup> meeting is changed to March 24<sup>th</sup>, and added to the meeting list will be March 20<sup>th</sup> and March 27<sup>th</sup>, and April 3<sup>rd</sup>. Extra meetings will be called for emergency purposes only.

**VIII. Adjourn**

**Moved:** Commissioner St. James moved to Adjourn 4:01pm. Commissioner Coyle seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_

Kevin Coyle, Clerk-Rockingham County Commissioners



03-20-2020 BOC meeting  
minutes approved on 03/24/2020

# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
March 20, 2020 @ 3:00pm

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent-V  
Cathy Stacey, Register of Deeds-V  
Steven Woods, Long Term Care Services Director  
Tiffany McCarty, Director of Nursing  
Brenda Santos, Senior Executive Assistant

Jude Gates, Director of Facilities, Planning & IT-V  
Chuck Massahos, High Sheriff-T  
Robin Bernier, IT Manager-V  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director-V  
Patricia Conway, County Attorney-V  
Albert Brackett, Chief Deputy Sheriff's Office-T  
Rick Alleva, UNH Cooperative-V

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 3:00pm.

## II. COVID-19 Updates

Director Woods and Director McCarty gave updates on the procedures they have put in place. They have moved all the residents making isolated areas available. This has freed up F-2.

Director Woods said Glendale dining as of this week have changed the hours. They will open the micro mart and will keep that supplied. He said Exeter Flower shop dropped off flowers for the staff because of all the work they are doing.

Director McCarty said they are going to telehealth on medical and mental health screening. She said they are monitoring the residents and have one in isolation pending test results. They have restricted visitation to both the Nursing Home and Assisted Living. She said if a resident leaves for medical reasons and is coming back, we would put them in 14-day isolation and do an extra screen. She said, because of what happened in Washington Nursing Home, they found that by not having a hepa filter on the bag bag masks (BBM) they were spreading the virus. We have our BBM's all with hepa-filters. She said our skilled meetings are being held by phone and video. On Monday, they will be putting room numbers to resident's rooms on the outside so loved ones can come by and visit from the outside, by appointment. We are gowning and gloving all end of life visitors. An exit room for the EMS has been set up. Director McCarty went over many more of the changes and procedures that have been put in place. She said we have the ability to test everyone here and that the test can take up to, 5-days and we do not have anyone that has tested positive for COVID-19. All the test are going through Public Health Department. We are handing out the PPE (Personal Protective Equipment) bags and the staff has been retrained on how to use them. She said we have had 3 contract companies pull back their staff.

Commissioner St. James asked if there is a State shut down, stay at home are we prepared.

Director Kivikoski is sending out an essential employee listing on who is essential and in the event there is a shutdown, we know we are not short. She said if anyone is traveling, they have to quarantine for 14 days, based on the new legislative law. She is crafting the language before sending this out. She feels we should enforce the use of our employee health services if they cannot see a physician.

Discussion ensued.

Alison asked about the waiving of the 72-hour requirements to vacation, the eligibilities to benefits and the NHRS and the maintaining of hours and can we allow our per diem staff to go over the 29 hours. She said there is not an immediate need to the changes but it will be coming. She spoke creating the need for Long Term Care, as we need to actively employ our staff for the good of the County. She asked for a hiring freeze other than Nursing Home and first responders and Corrections.

County Attorney Conway asked if she could reduce her in rotation to 2 and 2.

Commissioner Coyle agreed we should have a freeze on hiring. He said we should hold off on the hiring of the new attorney, because if the courts shut down, we will have to begin to lay off. He said the directors have clear direction to do what they have to do regarding staff.

Commissioner Tombarello said he is nervous about the congestion of the County Attorney's office and would like to have it reduced to 3 and 3. Commissioner Coyle asked what do we say to the other departments, such as Deeds for example. Commissioner St. James said County Attorneys could do their work at home. Register of Deeds said if there is a decision for everyone to stay at home, she said we could do the work. She has set up 5 people to be able to take work home, other than that, the desks are spread out and we are working, and if the Governor should issue a stay at home, we are ready and we are busy.

**Moved:** Commissioner Tombarello moved that the County Attorney's office go 3 and 3 from 5 and 5 for a skeleton crew. High Sheriff Massahos said if you are going to a skeleton crew could he do the same thing in his civil crew. Deputy Brackett said they do not have work to do at home so they cannot. He said we would give them opportunity to take additional time off. Commissioner St. James said there is work at the CA that can be done at home. High Sheriff Massahos retracted what he said and agrees. Commissioner Coyle said the reality is if they are working from home they are not working and if you think they are working home. Discussion ensued. Commissioner St. James believes this is a morale issue and agrees with this move. Commissioner Coyle gave his objection and defended the moral of those that have to come to work. Commissioner Tombarello re-stated the space is limited for them. County Attorney Conway said these people have to come in contact with many different people every day and then they are coming back to the office, when they can go home and do their work there. Commissioner Coyle asked of Attorney Conway, if there is a need to lay people off because of no work are you going to be ok with that. Commissioner St. James called for a vote. All voted: 2-1-0 (Coyle voted no).

Director Kivikoski noted they have begun to restrict access to the Human Resources building. They have a speaker and will talk through that and they can communicate by phone or email.

High Sheriff Massahos gave assurance they have practices put in place and are working together with many other agencies such as Homeland Security.

Rick Alleva said the UNH staff will no longer be coming into the building located at the County and they would be working from home. He said there might be one person in, but no more than one.

Director Nickerson spoke about the leave pays implemented by the President on the 18<sup>th</sup>. He said Ben continues to work on getting the codes in. He said if there is a County mandate, the pay codes will go out once the Federal Government kicks in. He referenced the paperwork received from Gallagher.

Director Kivikoski will create the memo to the employees and present to the Commissioners.

### III. Adjourn

**Moved:** Commissioner Tombarello moved to adjourn at 4:23pm. Commissioner Tombarello seconded. All voted in favor. Commissioner Coyle seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

Received by:  \_\_\_\_\_

Kevin Coyle, Clerk-Rockingham County Commissioners

As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
March 24, 2020 at 8:30am

## Present

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent-T  
Cathy Stacey, Register of Deeds-V  
Steven Woods, Long Term Care Services Director-T  
Tiffany McCarty, Director of Nursing -T  
Brenda Santos, Senior Executive Assistant

Jude Gates, Director of Facilities, Planning & IT-V  
Chuck Massahos, High Sheriff-  
Robin Bernier, IT Manager-V  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director-V  
Patricia Conway, County Attorney-V  
Albert Brackett, Chief Deputy.Sheriff's Office-T

## I. Call to Order / Pledge of Allegiance

Commissioner St. James call the meeting to order at 8:43am.

## II. RFP Openings/Awards

- Open: Book Restoration (Registry of Deeds)  
Opened proposals from NEDCC and Kofile Technologies, Inc.

**Moved:** Commissioner Tombarello moved to authorize the Register of Deeds to review, evaluate the proposals and return with recommendations for Book Restoration. Commissioner Coyle seconded. All voted in favor.

- Open: Replace Fernald Roof Top Units (Engineering and Maintenance Services)  
Opened proposals from Alliance Mechanical, ENE and APH.

**Moved:** Commissioner St. James moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and return with recommendations for Replace Fernald Roof Top Units. Commissioner Coyle seconded. All voted in favor.

- Open: Leadership Development Assessment and Training for Corrections and Nursing Departments (Human Resources)  
Opened proposals from Entelechy, Aurora Business Solutions, LLC., Human Dynamics Association, Inc., ATH Power Consulting, and CareerSource.

**Moved:** Commissioners Tombarello moved to authorize the Director of Human Resources to review, evaluate the proposals and return with recommendations for Leadership Development Assessment and Training for Corrections and Nursing Departments. Commissioner Coyle seconded. All voted in favor.

- Award: Finish Pumps – Repair/Replacement Rockingham County Complex (Engineering and Maintenance Services)

**Moved:** Commissioner Coyle moved to award Finish Pumps – Repair/Replacement Rockingham County Complex proposal to Weston & Sampson for replacement of both finish water pumps for a cost not to exceed \$32,992, as recommended by the Director of Facilities, Planning and IT. Commissioner Tombarello seconded. All voted in favor.

- Award: Access Control / Driscoll Building Phase II (Engineering and Maintenance Services)

**Moved:** Commissioner Coyle moved and wished to have a discussion to award Access Control / Driscoll Building Phase II proposal to HEI Security (the vendor who completed the same work in the Blaisdell and Fernald building) for \$117,780.60 with \$20,000 being reallocated from the RCNH Steel and Fire Doors and Hardware line, as recommended by the Director of Facilities, Planning and IT.

Commissioner Coyle asked if this is needed. Director Gates said the tub rooms, the hallways and rooms could wait. Commissioner Tombarello moved to table. Commissioner St. James seconded. All voted in favor.



Commissioner St. James asked what we should do with RFP's and do we allow bids by e-mail. Discussion ensued. Commissioner St. James said departments would hold off on RFP's for now.

**Moved:** Commissioner Coyle moved to accept RFP's by e-mail with approval from the Directors or Elected Officials for ninety (90) days. Commissioner Tombarello seconded. All voted in favor.

### III. Consent Agenda

1. Minutes: March 13, 2020 (Commissioners Office)  
To approve March 13, 2020 meeting minutes.
2. Minutes: March 18, 2020 (Commissioners Office)  
To approve March 18, 2020 meeting minutes.
3. Minutes: March 20, 2020 (Commissioners Office)  
To approve March 20, 2020 meeting minutes.
4. Warrants (Finance)  
To approve Departmental Warrants T200420, T200469, T200650, T200736, T200737, T200738, T200739, T200740, T200741, T200742, T200743, T200744, T200745, T200761, T200762, T200775, T200776, T200783, T200780 totaling \$755,026.41; Departmental Warrants Entered by Finance T200722, T200821, T200822 totaling \$10,553.16; AP Wire Payments T200696, T200820 totaling \$1,746,448.79; Payroll Warrants 3/5/2020, 3/9/2020, 3/12/2020, 3/19/2020, 3/19/2020 totaling \$4,398.33; General Ledger Warrants GL20551, GL20561 totaling \$310.00; AutoPayments full amount previously approved T200009 totaling \$1,455.00; Grand Total \$2,518,191.69
5. Legal Invoices – General Government (Commissioners Office)  
For informational purposes.

**Moved:** Commissioner Coyle moved to approve Consent Agenda. Commissioner St. James e. All voted in favor.

### IV. Reports

#### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle reported the inmate count at the jail was 119. He spoke of a female inmate being held on \$300 cash bail for Rockingham and a no bail order out of Hillsborough. He felt we should not be holding someone on \$300.

#### Engineering and Maintenance Services – Jude Gates, Director

- Line Item Transfer- Boiler Plant Equip.Non-Expendable. to Boiler Plant Equip. Expendable

**Moved:** Commissioner Coyle moved to approve Line Item Transfer amount of \$5,500 from # 113000017 - 53502 Boiler Plant Equipment Non-Expendable to # 113000017 - 53501 Boiler Plant Equipment Expendable, as recommended by the Director of Facilities Planning and IT. Commissioner Tombarello seconded. All voted in favor.

#### Human Resources – Alison Kivikoski, Director

- Red Cross – Blood Drive April 17, 2020

The blood drive will take place with all precautionary measures in place. There will be a separate entrance from the outside made available into the Hilton. Mandatory testing, as required of all employees entering the building, will be done on each individual donating blood prior to entering the building.

- Covid-19 Motion Considerations:
  - PPP; 8-2F Minimum Usage –Waiver of 2020 Minimum Usage requirement

Director Kivikoski stated why she recommended this. Discussion ensued. Commissioner Coyle asked for this to be revisited on Friday and asked for a list of the employees that are represented in this request.

- Waiver of 29 hours worked weekly limit for Per Diem employees.

**Moved:** Commissioner Coyle moved to allow per diem employees to work greater than 29 hours per week through pay period May 23, 2020; hours worked to remain below 1,560 hours per rolling year method, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner Coyle noted this is for only Nursing Home people. Director Kivikoski note Assisted Living also. All voted in favor.

- PPP; 8-2, e.2. Earned Time Usage – Waiver of 72 Hour Requirement to Respond to Time Off Requests.

**Moved:** Commissioner Coyle moved to waive the 72 Hour Requirement to Respond to Time Off requests due to staffing needs and shortages, pursuant to PPP; 8-2, e.2, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. All voted in favor.

- FTE by Organization: Hiring Purposes/ Declared Essential Positions

Director Kivikoski said when you issued the no new hire, she put together the positions on hold and the positions we can move ahead and hire. Commissioner St. James said, we will speak in non-public and go through this list with each department on declaration of essential positions.

Long Term Care Services – Steven Woods, Director/Administrator

- Adult Medical Day Care (AMDC) Grant Request-Silverthorne Adult Medical Day Center

**Moved:** Commissioner Coyle moved to approve Adult Medical Day Care (AMDC) Grant Request from Silverthorne Adult Medical Day Center dated March 19, 2020, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

- Line Item Transfer- LTC Capital Project to Bed Assessment

Director Nickerson gave explanation on the funding sources by explaining the revenue and how they came in ahead, such as with Proshare.

**Moved:** Commissioner Coyle moved to approve Line Item Transfer amount of \$80,000 from # 11700000 - 59034 LTC Capital Project to # 11700000 - 59032 Bed Assessment, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor

Commissioner St. James asked, are we doing extra overtime or are we status quo. Director of Nursing McCarty said we have a few on overtime, but we also have people resigning due to COVID-19. She said per diems are picking up where needed. Director Nickerson noted there is a decrease in agency costs because some of the firms have pulled back their people. Director Woods said our staffing is definitely lower.

- Line Item Transfer-NH Admin Service Contract to NH Admin Conferences

**Moved:** Commissioner Coyle moved to approve Line Item Transfer amount of \$4,000 from #11700000 – 53600 NH Admin Service Contracts to # 11700000 – 53900 NH Admin Conferences, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. Director Woods said many of the trainings are being canceled. All voted in favor.

- Line Item Transfer-Dietary Equip.,Non-Expend. to Dietary Equip. Repairs/Parts and Dietary Office Expense-Supplies.

**Moved:** Commissioner Coyle moved to approve Line Item Transfer amount of \$10,000 from 11701000 – 53502 to # 11701000 – 53500 Dietary Equipment Non-Expendable amount of \$8,000 and 11701000 – 53500 Dietary Office Expense – Supplies amount of \$2,000, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. All voted in favor.

- **Temporary Universal Worker**

Director Kivikoski said if the 1135 order is approved, we will be looking for help from within the community and other staff and because of licensing, we would need this. Director Woods said we are currently speaking with the State and he will know more about this hopefully by the end of today and will bring updates. Commissioner Coyle asked is it full time and benefit eligible. Director Nickerson gave clarification and said no benefits, as they will be temporary assignments.

**Moved:** Commissioner Tombarello moved to approve Temporary universal worker, as recommended by the Director of Human Resources. Commissioner Coyle asked what the pay rate would be. Director Kivikoski noted she would bring forward the proposed rate of pay on Friday for this position. Commissioner Tombarello second. All voted in favor.

## V. New Business / Old Business

Register of Deeds shared notice of remote order of authorization for documents and we can now accept them. She said this is the change overnight for the closing companies.

Deputy Sheriff Bracket noted we have been able to get some N95 mask/kits from Homeland security. He said they allow us to use them for several uses and they have replacement parts. He explained how they would have them fit tested. Commissioner Coyle noted there is a requirement to the fit testing. Director Woods said we have two nurses on staff that can help with that. Deputy Sheriff Brackett said we have no surplus, we have enough for what we need about forty-seven (47).

Director Nickerson said if anyone has difficulty with OpenGov they should contact Jessica Tony for help. Register of Deeds Stacey asked if there were any updates on salary. Director Nickerson gave assurance they are working with Kronos on that getting the spreadsheet ready for that.

Director Woods said they are setting up a clean room on B2 and that all cleaning supplies will be kept in one (1) room to reduce the spread of Coronavirus. His team was doing the following: a system is in place for cleaning and re-using goggles and explained; they are out of germicidal wipes and are creative in making them with cloth; they are making homemade masks and said Teresa Young dropped off about 30 and has made 100 to date and will continue to do so; care baskets are being made by managed care and dropping them off to the residents as it has been difficult on them; the window visits for residents begin today; and tele visits/skyping is in place to include the chaplain.

Register of Deeds Stacey gave a heartfelt "thank you" for the skype visit with her mom.

Director of Nursing McCarty is watching the PPE and trying to be more creative in showing the staff how to use them and the disposing of properly.

County Attorney Conway said the employees working remotely is working out well. She has set up guidelines. She said there was a defendant that tested positive on March 10, and she had contact with the attorneys. None of her attorneys has shown any symptoms or signs.

County Attorney Conway brought notice to the cost incurred for autopsies. She said up until now the State has paid and she has been told that the Police Department or the County will now have to cover the cost. As far as the budget, she has not had to account for that cost. She believes it is due to the number of deaths because of opioids and overdose. She has put a complaint into the Attorney General's Office. She is concerned in the future moving forward. Commissioner Coyle questioned why we are holding someone on this amount. County Attorney gave reason. Discussion ensued regarding an inmate currently held on a \$300 cash bail at Rockingham County Department of Corrections, given the current COVID-19 events. The Board agreed the County would post the bail, a check would be made out to Commissioner St. James (his role as Bail Commissioner), and that upon release of bail, the \$300 (monies to be taken for corrections inmate fund) will be returned to the County.

**Moved:** Commissioner Coyle moved to post bail from the human services account for inmate Cangimilla. Commissioner St. James seconded. All voted in favor. *(Vote was done in a non-public. Commissioner Tombarello was not present for the vote.)*

Superintendent Church said his contingency plans with COVID-19 are in place. He noted the following: isolation protocols are working well; no positive cases to report that he is aware of; and no inmate workers are transferred back and forth. He is exercising his authority of 651. He will be reaching out to the County Attorney.

Superintendent Church believes the Glendale bill is outside the contract and would like a vote. Commissioner St. James said we would have Jim Hecker of Glendale in for discussion.

Director Kivikoski noted she is working on the Family First letter. She is waiting on a few departments designating of essential workers.

Deputy Sheriff Brackett asked if there is anyone that is keeping a record of statistics on what is happening daily State wide. Commissioner St. James said, as is everyone else; we are getting reports from the public health line. Deputy Sheriff Brackett believes all information should be seminated to the departments, as they are received. He stated, information should be coming to the County from one source and to all the departments. Commissioner St. James said, we are rural and the Governor has not given direction or an order yet on anything to do with COVID -19. He said we need to wash our hands and keep to social distancing.

Director Kivikoski said they are tracking and determining if employees are self-isolating. She asked if she is not getting that information from the departments, it must come to her.

**VI. Public Comment**

**VII. Commissioners Non-Public Session**

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 9:39 am. Commissioner Tombarello seconded. All voted in favor.

- **NH RSA 91-A:3,II (a-I) Personnel**

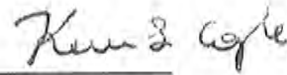
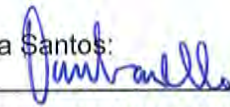
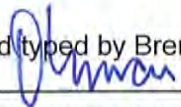
**Moved:** Commissioner Coyle moved to go out of non-public session @ 11:16am. Commissioner St. James Seconded. All voted in favor.

**VIII. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 11:16am. Commissioner St. James seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_



Kevin Coyle, Clerk-Rockingham County Commissioners

As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Friday, March 27, 2020 3:00pm.

## Present:

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent-T  
Cathy Stacey, Register of Deeds-V  
Steven Woods, Long Term Care Services Director-T  
Tiffany McCarty, Director of Nursing -T  
Brenda Santos, Senior Executive Assistant  
Nicholas Toumpas, IDN 6-T

Jude Gates, Director of Facilities, Planning & IT-V  
Chuck Massahos, High Sheriff-  
Robin Bernier, IT Manager-V  
Charles Nickerson, Finance Director-V  
Alison Kivikoski, Human Resources Director-V  
Patricia Conway, County Attorney-V  
Albert Brackett, Chief Deputy.Sheriff's Office-T  
Peter Janelle, IDN 4-T

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 3:03 pm.

Commissioner St. James noted the Governor has issued a "Stay at Home" order for non-essential employees.

Register of Deeds Stacey reported she has closed down the public access to her office. She has asked the Governor to permit electronic signatures and is waiting to hear back on that.

## II. COVID-19 Updates/Reports

- PPP 8-2 F; Minimum Usage Waiver of 2020 Minimum Usage Requirement

Commissioner Coyle does not believe a blanket policy should be put in place, specific to the County Attorney's office, as they are able to work from home. He feels they should take some time off while there is no court. Commissioner St. James asked should we specify the departments. County Attorney Conway stated, she is not in favor of forcing people using their earned time because of what is going on. She said they are not using their time because they are speculating they may be laid off or furloughed. Commissioner St. James said the deadline date in submitting a list is April 1. Director Kivikoski noted there might be more appearing on this list after April 30, for example the nursing staff, or those that have cancelled their vacations. Commissioner St. James gave extension until May 1 and said we can review this again. Commissioner Tombarello said we should revisit in a few weeks. Commissioner Coyle noted a person with ninety (90) hours and said they should have used it by now or at least a portion of it. Commissioner Coyle said we give those that have the time an opportunity to use it now. He added it should be know, we may not approve this for everyone. Director Kivikoski will send a notice to everyone about minimum usage and they should consider using it if they have not done so, as it has not been waived. No motion made and this request on minimum usage will be revisited.

- Temporary Universal Worker

**Moved:** Commissioner Coyle moved to approve an hourly rate of pay of \$15.00, Temporary Universal Worker, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Director Kivikoski said it is not in line with the current per diem LNA's. The Commissioners are aware of this not being in line with the current per diem rate. All voted in favor.

- Essential and Non-Essential discussion.

Commissioner Coyle asked are we going to have our own master list of essential or non-essential. Director Kivikoski noted she would forward the list.

- Discussion- County Emergency Protocol

Director Kivikoski noted we have until April 1<sup>st</sup>. She is working with Attorney Liz Bailey and has been advised not to invoke any policies at this time. She asked to continue for discussion on April 1. She will forward her recommendations and discuss with the Commissioners one by one. Commissioner St. James, Commissioner Tombarello and Commissioner Coyle all noted they were not ready to implement a policy such as the one Merrimack County has issued. Director Kivikoski said our mandated is to have something on the Families First and any additional would be up to the Board.

Commissioner Tombarello spoke briefly on Adult Medical Day Care and noted he visited Hampton and Seabrook. He asked if we could help them as the COVID-19 is affecting their business. Director Woods agreed and felt we should help during this challenging time. Commissioner Coyle reported Vintage Grace is closed and is no longer in business. He suggested we should give a block amount of money to assist with keeping some of the remaining centers open. Discussion ensued. Commissioner Coyle said we should take care of Hampton and Seabrook for now at least. Commissioner Tombarello will follow up with the other Adult Medical Day Centers.

Commissioner St. James gave reminder of the Wednesday, April 1<sup>st</sup> meeting that will begin at 8:30am.

Director Nickerson said we have three (3) different pay codes for April 1; childcare, stay at home, self-quarantine; and public health emergency leave, and are set up for any other leave time that goes along with COVID-19. His department is working on the payroll projections.

High Sheriff Massahos noted all is good in his department and confirmed they are following proper procedures. He has a source that will donate hand sanitizer to the County and he will reach out them.

County Attorney Conway said all is going well in her department. She is working with the support team on April 1 and will have an upgrade to their internet service.

Superintendent Church reported the inmate count at the jail was at 120, and his department is holding their own.

Commissioner St. James noted he did bail the inmate of discussion from last meeting and if the money should be returned, it will go to the County.

Director Kivikoski noted she sent the "Traveler Letter" to all DD's and EO to distribute throughout.

Director Woods relayed a message received by Kris Andreozzi, and stated the State of NH Health Department is granting a one (1) year waiver on the certification because we are doing so well. He said the life safety part would be conducted sometime this summer. He said Hospice sent pizza's to the staff as a gesture of kindness for the work they are doing. He noted Portsmouth Shipyard has donated 30 facemasks.

Director of Nursing McCarty said she is in need of spacers for inhalers. She said the Police Departments are asking anyone that can donate them to please do. She said we can clean and safeguard them and they are needed because we cannot use the aerosol inhalers to nebulize, but we can use the spacers.

Register of Deeds Stacey asked about the travel letter. She said it speaks about the essential employees, even if the potential is down the road. Director Kivikoski said if there is a determination later that someone becomes nonessential, we will take up that.

Nicholas Toumpas began his report on the IDN stating they are holding three (3) checkpoint meetings with a number of agencies to ask the same type of questions asked of Rockingham County today. He noted the meetings are held Monday, Wednesday and Friday at 2 with about 25 counties and that Exeter hospital is doing the same on Thursday. The current theme is the use of telehealth. Both Medicare and Medicaid are holding back the restrictions, because it is difficult to get the client's needs face to face. IDN established a \$50,000 emergency fund for these organizations. One of the resources in need right now is food.

Peter Janelle supported what Nicholas Toumpas said on his IDN reporting. He added they are looking at additional resources such as laptops, webcams, microphones and Microsoft licensing. He is helping the smaller places like the Upper Room, moving from office space to remote. He will give a summary at a later date.

**III. Commissioners Non-Public Session**

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 3:52 pm. Commissioner Tombarello seconded. All voted in favor.

- NH RSA 91-A:3,II (a-I) Personnel

**Moved:** Commissioner Coyle moved to go out of non-public session @ 4:21 pm. Commissioner Tombarello seconded. All voted in favor.

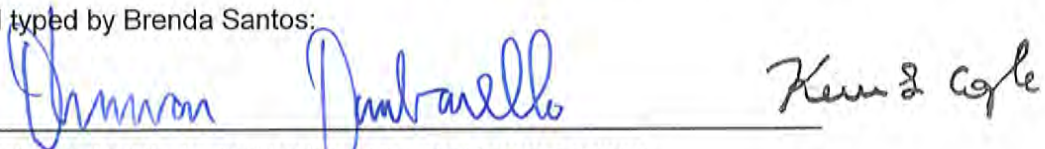
**IV. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 4:21 pm. Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_

Kevin Coyle, Clerk-Rockingham County Commissioners



As a result of COVID-19, Pandemic with the Governor’s emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
April 1, 2020 at 8:30am

**Present: (T=by Telephone, V=by Video Conferencing)**

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk -V  
Stephen Church, Corrections Superintendent-V  
Cathy Stacey, Register of Deeds-V  
Steven Woods, Long Term Care Services Director  
Tiffany McCarty, Director of Nursing  
Brenda Santos, Senior Executive Assistant  
Peter Janelle, IDN 4-T

Jude Gates, Director of Facilities, Planning & IT-V  
Chuck Massahos, High Sheriff-T  
Lisa Fioravante, Sr. Human Resourc.Genrlst.-T  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director-V  
Patricia Conway, County Attorney-V  
Albert Brackett, Chief Depty.Sheriff's Office-T  
Nicholas Toumpas, IDN 6-T  
Jim Hecker, Glendale - T

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:30am.

## II. RFP Openings/Awards

- Open: Pharmacy Services 10/01/2020 – 09/30/2023 (Long Term Care Services)  
Opened proposals from Preferred Pharmacy Solutions, PharMerica, Health Direct Institutional Pharmacy Services, Partners Pharmacy, Omnicare and Guardian Pharmacy.

**Moved:** Commissioner Tombarello moved to authorize the Director or Long Term Care Services to review, evaluate the proposals and return with recommendations for Pharmacy Services 10/01/2020 to 09/30/2023. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Award: Book Restoration Project (Registry of Deeds)

**Moved:** Commissioner Tombarello moved to award Book Restoration Project proposal to Kofile Technologies of Dallas Texas and Essex Vermont in amount of \$90,915.00, as recommended by the Register of Deeds. Commissioner Coyle seconded. Commissioner St. James asked are these the oldest files you are asking for and have you not done them. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Award: Driscoll Building Access Control RFP , phase II (Engineering and Maintenance Services)

**Moved:** Commissioner Tombarello moved **to table**. to award Driscoll Building Access Control RFP, phase II to proposals to HEI Security (the vendor who completed the same work in the Blaisdell and Fernald buildings) for \$117,780.60 with \$20,000 being reallocated from the RCNH Steel and Fire Doors and Hardware line, as recommended by the Director of Facilities, Planning and IT. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Award: Safety and Security Check Systems.

**Moved:** Commissioner Tombarello moved to award Safety and Security Check Systems to Guard1, in amount not exceed \$28,152.16, as recommended by the Corrections Superintendent. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

## III. Consent Agenda

1. Minutes: March 24, 2020 (Commissioners Office)



- To approve March 24, 2020 meeting minutes.
2. Minutes: March 27, 2020 (Commissioners Office)  
To approve March 27, 2020 meeting minutes.
3. Payroll (Finance)  
To approve payroll in the amount of \$1,135,602.18 for payroll ending March 28, 2020
4. Surplus Equipment Request pursuant to NH RSA 28:8-a  
To approve Surplus Equipment Request pursuant to NH RSA 28:8-a for an IBM Wheelwriter 200 Electric Typewriter, \$0.00 value and dispose of accordingly by Engineering and Maintenance Services.

**Moved:** Commissioner Tombarello moved to approve Consent Agenda. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### IV. Reports

##### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle has had extensive conversations with the Human Resources department regarding various issues and will discuss them in a non-public session. He reported the inmate count at the jail is maintaining at 119 and there were no issues to report. He gave a thank you to all the departments for what they have done in stepping up with all the changes needed because of COVID-19.

Commissioner St. James asked for a round of applause for all the departments.

Commissioner Tombarello said the communications are going on every day and then gave thanks.

Commissioner St. James gave response to the concern brought to his attention with not having masks for everyone. He said we are trying to do the best for the residents and the employees. He noted we are following the World Health and CDC guidelines as directed.

##### Department of Corrections – Stephen Church, Superintendent

- Glendale Invoices- January 2020 and February 2020

Commissioner St. James noted it was brought to our attention there was a discrepancy in the Glendale invoices for January and February. Jim Hecker stated he did find some mistakes on the January bill and has sent a revised invoice. Superintendent Church gave reference to the contract between Glendale and Department of Corrections and said it is written that you can bill but not for overtime. Jim Hecker spoke about the increase of applicants filing for positions of late compared to the lack of in months prior. He went over the job assignments and how they were reflected on the invoices and included both hourly and salary workers. When speaking of tax and benefits and overtime, Superintendent Church gave challenge to the charges that fell outside the contract. He said we provide about 770 hours of inmate time and when he broke the bill down, he found the hourly rate should have been lower. He defers to the Commissioners. Discussion ensued. Commissioner Coyle gave reference to the new businesses Glendale has taken on such as Meals on Wheels and said we should not be paying for that work. Jim Hecker said the drivers for Meals on Wheels were currently washing their own pots and pans. He explained how the current staff was covering for help he does receive from the jail. There was discussion on how many inmates would be sent over and Superintendent Church said the average was two and two (am/pm). Jim Hecker believed the average number was around three and three with the need of four and four. He said he charges to Rockingham three cost centers; RCRNC, the jail and the café. In answer to Commissioner St. James, he said they charge everything to the jail and do not break it down between RCRNC and the jail. Discussion ensued. Commissioner Coyle asked for the salary amounts to be removed. Jim Hecker agreed to remove that cost from the January bill. Superintendent Church noted the salary amounts for February should also be removed. Commissioner Tombarello questioned the benefits percentage at 33%. Director Nickerson gave reference to the benefits allocation, and asked how your benefits modify if they are working overtime, as there is a set cost. Jim Hecker said he would go over this with his CSO. Jim Hecker and Superintendent Church will meet separately and go over the invoices. Superintendent Church will give updates to the Commissioners.

*Jim Hecker left the meeting at 9:06am.*

Engineering & Maintenance Services – Jude Gates, Director

- Bid Waiver Request pursuant to NH RSA 28:8-f to Control Technologies, Inc.

**Moved:** Commissioner Tombarello moved to approve Bid Waiver Request pursuant to NH RSA 28:8-f to Control Technologies, Inc. (sole source vendor), in amount of \$20,460, request is for a service contract covering building automation controls on six HVAC units located at the Jail/House of Corrections, for the period of May 1, 2020 to April 30, 2023; FY 2021 budget \$6,820, FY 2022 budget \$6,820, FY 2023 budget \$6,820, as recommended by Director of Facilities, Planning and It. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Line Item Transfer: Assist. Living Equipment.-Expendable to Assist. Living Purchase Services

**Moved:** Commissioner Tombarello moved. to approve Line Item Transfer in amount of \$3,360 from Assisted Living Equipment-Expendable 113000037 53502 to Assisted Living Purchased Services 11300037-55500, as recommended by the Director of Facilities, Planning and IT. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Line Item Transfer: Boiler Plant Equipment Non-Expendable to Boiler Plant Equipment Expendable.

**Moved:** Commissioner Tombarello moved to approve Line Item Transfer in amount of \$5,500 from Boiler Plant Equipment Non-Expendable 11300017-53502 to Boiler Plant Equipment Expendable 11300017-53501, as recommended by the Director of Facilities, Planning and IT. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Human Resources – Alison Kivikoski, Director

- Relaxed Eligibility Guideline / Benefits

**Moved:** Commissioner Tombarello moved to allow the Director of Human Resources to send a request to Cigna and Optum for the execution of the relaxed eligibility guidelines, as recommended by the Director of Human Resources. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

AND

**Moved:** Commissioner Tombarello moved to follow the same relaxed eligibility guideline for Allegiant Care, as recommended by the Director of Human Resources. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Long Term Care Services – Steven Woods, Director/Administrator

- Medical Director and Clinical Services Agreement 04/01/2020 – 03/31/2023 Core Physician Services LLC.

**Moved:** Commissioner Tombarello move to approve Medical Director and Clinical Services Agreement with Core Physicians, term 04/01/2020 to 03/31/2023, and authorize the Chair to sign all necessary documents, pending risk and legal review, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Healthcare Academy Agreement

**Moved:** Commissioner Tombarello moved to approve Healthcare Academy Agreement, term 04/01/2020 to 04/01/2021, noting risk and legal recommendations will not be adopted by Healthcare Academy, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. Commissioner St. James asked for clarification on this request. Director Woods noted he would go back to Mike Ricker of Primex on the risk recommendations to see if they can come up with an agreement. He will bring back the second risk review. Commissioner Tombarello **moved to table**. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Adult Medical Day Care (AMDC) Grant Request-Senior Class Adult Day & Home Services

Director Woods said this agency is looking to help people at home and have access to the money. He said it is outside the box. Commissioner St. James gave reminder of the discussion on this and how they asked for the financials to review and would possibly be sending an amount to 2-3 agencies. Director Woods said Director Nickerson does have the financials ready. Commissioner Tombarello asked if we could table this. Discussion ensued. Commissioner Coyle gave his recommendation to send \$5000 for the month of April. Director Nickerson said if we take what was not spent by Derry (Vintage Grace of Derry has closed); we could divide that amount by 4 agencies. Commissioner St. James said we would divide by 3 as Easter Seals would not need the funding at this time. Commissioner St. James said we should send \$5,000 to Salem, Hampton and Hampstead.

**Moved:** Commissioner Coyle moved to transfer \$15,000 from the Derry Vintage Grace AMDC grant allowance to three (3) agencies (Silverthorne Adult Medical Day Center in Salem, Senior Class Adult Day in Hampstead and Seaside Elderly Day Center in Hampton). Director Woods noted, replace the request from Senior Class dated March 24, 2020. Commissioner Tombarello said this is a supplement to them. He noted he will reach out to all three agencies and will let them know Commissioner Coyle recommended this. Commissioner Tombarello seconded. All voted in favor. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Physician Services Agreement Extension Request Lamprey Health –Jeremy James & Mary Braun, MD

**Moved:** Commissioner Tombarello moved to approve a ninety (90) day extension (to expire 06/29/2020) to the current Agreements with Lamprey Health Care, Inc., which are due to expire on 03/31/2020, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

## V. New Business / Old Business

County Attorney Conway noted they continue to have different types of hearings telephonically. She expressed concerns on giving prediction on revenues for next year while preparing her budget. She anticipates as we progress with what we are going through, the numbers will change. County Attorney Conway gave a thank you to the Sheriff for the hand sanitizer he shared with her and her staff.

Register of Deeds Stacey said they cannot accept electronic signatures and has reached out to the Governor's Office to have this lifted. She said the Real Estate Agencies are conducting virtual tours at this time.

High Sheriff Massahos noted he is working with Commissioner Coyle and calls him daily. He is thankful for all his help. He will pass along additional hand sanitizer as he receives it.

Director Gates reported her department is doing work related to a new medication safe to be installed in the Jail infirmary (relating to the Medical Assisted Treatments) for the future. They have vendors in working on an upgrade to the door speaker systems in the jail. She said the PPE training has brought her team of mechanics comfort and gave a thank you to Director Woods and Nursing Director McCarty for doing this.

Director Kivikoski reported she is dealing with the federal mandates. She is doing virtual hiring and said this is going well and that they have filled the 2nd shift laundry and nursing positions. For now, because of COVID-19, they are not doing fingerprinting anymore, and it is being waived by the State for nurse licensing. She noted the nurses will get temporary licensing and after this, they will have to go back before the State.

*Attorney Elizabeth Bailey joined the meeting at 9:30am.*

Director of Nursing McCarty reported they have obtained 350 cloth mask and have been handing them out. She noted they have a process to launder them. She said Portsmouth Naval Yard has donated another round of the plastic shields. She said the plastics are up for the quarantine unit.

Director Nickerson gave a thank you to all the departments in submitting their budget. He said the normal format should be going out sometime this week.

- **IDN: Nicholas Toumpas and Peter Janelle**

Nicholas Toumpas apologized for the late filing of his paperwork.

Nicholas Toumpas said they are trying to do what they can and many of the organizations are struggling for survival. People are not showing up for Dr. Visits. One of his staff is dealing with the issues of homelessness. He said what practices have been established will have to be revisited.

Commissioner Coyle said he would like more time to review the financials. Commissioner St. James agreed and said we should revisit in 2-3 weeks. Nicholas Toumpas will contact Brenda Santos for a new date.

Peter Janelle encourages, if you have questions to send them along so they could be prepared. Nicholas Toumpas said the IDN is having the executive committee meeting tomorrow about COVID-19. He has been reaching out to the partners. He said the IDN has worked over the several years to deal with many issues and does not want to see it fall away because of the crisis.

Commissioner St. James said we would remove the April 3, 2020 Meeting. He said the next meeting would be Tuesday, April 7, 2020.

#### **VI. Public Comment**

#### **VII. Commissioners Non-Public Session**

Commissioner St. James called for non-meeting at 9:45am.

Present were Director Kivikoski, Lisa Fioravante, Attorney Elizabeth Bailey and Brenda Santos

Attorney Elizabeth Bailey left the non-meeting at 10:27am.

**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 10:30am. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

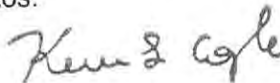
- NH RSA 91-A:3,II (a-I) Personnel (Human Resources)

**Moved:** Commissioner Coyle moved to go out of non-public session at 10:30am. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### **VIII. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 10:30am. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:



Received by: \_\_\_\_\_

Kevin Coyle, Clerk-Rockingham County Commissioners

As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Tuesday, April 7, 2020 at 8:30am

### Present: (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair-V  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent-T  
Cathy Stacey, Register of Deeds-V  
Steven Woods, Long Term Care Services Director-T  
Tiffany McCarty, Director of Nursing-T  
Lisa Fioravante, Sr. Human Resources Generalist-V

Jude Gates, Director of Facilities, Planning & IT-V  
Chuck Massahos, High Sheriff-T  
Julie Hoyt, Sr. Generalist Human Resources-V  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director-V  
Patricia Conway, County Attorney-V  
Albert Brackett, Chief Deputy Sheriff's Office-T  
Brenda Santos, Senior Executive Assistant-V

### I. Call to Order / Pledge of Allegiance

Commissioner St. James, Commissioner Tombarello and Commissioner Coyle gave authorization to Brenda Santos to stamp their signatures to documents they gave approval to on this day.

Commissioner St. James called the meeting to order at 8:35am.

### II. Consent Agenda

- Minutes: April 1, 2020 (Commissioners Office)  
To approve April 1, 2020 meeting minutes
- Warrants (Finance)  
To approve Departmental Warrants T200470, T200651, T200746, T200747, T200748, T200749, T200750, T200768, T200770, T200771, T200773, T200787, T200788, T200792, T200793, T200794, T200796, T200805 totaling \$467,915.16; Departmental Warrants Entered by Finance T200825, T200826, T200828, T200829, T200830 totaling \$14,895.37; Payroll Warrants 03/26/2020 \$281.06; General Ledger Warrants GL20564, GL20565, GL20578 totaling \$1,029,909.19; AutoPayments-Full amount previously approved by BOC T200000, T200001, T200002, T200003, T200004, T200005, T200006, T200008, T200009, T200010, T200011 totaling \$201,020.45; BOC previously authorized payments T200721 totaling \$85,653.72; General Ledger Warrants continued GL20579, TL20580, GL20587 totaling \$18,396.07; Grand Total \$1,818,071.02.
- Population Report (Department of Corrections)  
For informational purposes.
- Census Report (Long Term Care Services)  
For informational purposes.
- Job Description: Office Administration- Sheriff's Office (Human Resources)  
Position has been revised and is formatted to the new template that is being utilized at the County by all positions.

**Moved:** Commissioner Coyle moved to approve Consent Agenda. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

### III. Reports

#### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Tombarello gave notice of Director Gates working from home and will continue to do so until further notice, during this COVID-19. He had no new reports from a conference call he was part of with the NHAC. He said Attorney Bonsignore spoke for most of the meeting and gave the indication that he is basically turning the opioid lawsuit decisions over to Attorney Napoli. Commissioner Tombarello believes we will not see any money from this.

Commissioner Coyle reported the inmate count at the jail was at 119. He noted Human Resources sent him a nice letter informing him of what they are doing. He gave a thank you to them for all the work they have been doing, as they have been super busy.

Commissioner St. James ask about the releasing of inmates status. Superintendent Church said we are not at that point. He has a few people out on day reporting, short sentencing reporting here and weekenders are placed on day reporting and they have some out on pre-approved electronic monitoring. He said he and Attorney Conway are in constant communication and will work together on any decision making.

Commissioner St. James gave reminder that everyone in the building here at Rockingham County should be wearing masks and encourages anyone that has one to wear their own. He said we do have masks available for those employees that do not. He said we have been fortunate to receive several homemade masks from volunteer's here at the Seacoast. Director Woods said we are being extremely tight with the supplies and ask people not to take them home. He said we are ok for now concerning PPE and we are keeping a watch on this.

#### Corrections – Stephen Church, Superintendent

- Change Order Request – Adamson Industries Corporation

**Moved:** Commissioner Coyle moved to approve Change Order Request for Adamson Industries Corp., to increase the 12/11/2019 award for Vehicle Upfit Equipment six SUV's amount \$25,532 (Sheriff's Office) and add \$5,577.65 requested by the Department of Corrections for upfitting the Department's one SUV, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Department of Justice Grant Application

**Moved:** Commissioner Coyle moved to approve Department of Justice Grant Application, announced by the New Hampshire U.S. Attorney, grants available to support prisoners' successful reentry into their communities, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded. Superintendent Church said this is new and he will have to work with Director Nickerson on a dollar amount. Director Nickerson said there are other grants out there as well for inmates. Superintendent Church said this is a vocational grant and funds PDL training, heavy equipment training, and culinary arts training and would reach out to Glendale on the culinary arts. Director Nickerson said the range on amount is quite a bit. Superintendent Church asked to table until he has a dollar amount. Commissioner Coyle **moved to table** to next week. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

#### Engineering & Maintenance Services – Jude Gates, Director

- Request to Transfer Vehicle Assignment -2008 F250 Pick-up

**Moved:** Commissioner Coyle moved to transfer assignment of a 2008 F-250 pickup truck, VIN ending 6604, from the Engineering and Maintenance Services department to the Rockingham County Sheriff's department, as recommended by the Director of Facilities, Planning and IT and High Sheriff. Commissioner Tombarello seconded and asked why this is being done. Director Gates said we would be putting this vehicle to surplus anyway and the Sheriff's department needed to replace a vehicle that cannot be fixed and this transfer will cost less than the replacement. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

#### Human Resources – Alison Kivikoski, Director

- New Position-union: Full Time – Sheriff Deputy (Sheriff's Office)
- New Position-union: Part Time – NCIC Clerk (Sheriff's Office)
- Request for Personnel: Repurpose - Title Change: union to non-union; Sergeant to Lieutenant; (Patrol/Civil to Operations/Patrol) (Sheriff's Office)
- Request for Personnel: Repurpose - Title Change: union to non-union; Sergeant to Lieutenant; (Warrants to Warrants/Investigations) (Sheriff's Office)

Commissioner Coyle began the discussion and said we need to be conservative with the new budget for next year and that this was not a good time to add positions. Commissioner Tombarello said we need further discussions on these requests as they have been presented without advanced notice. High Sheriff Massahos deferred to Chief Deputy Brackett. Chief Deputy Brackett agreed with the Commissioners noting the budget and said the Sheriff's department does not necessarily need an answer today. He gave reasons why the positions were needed and said they currently have only one investigator with no back up and stated this was not safe. He recognized the COVID-19 situation and said the opioid crisis has not gone away. His team works with other counties, towns, and agencies out of Lawrence and Haverhill. He gave recognition to the arrest this Sheriff's department made on three major drug distributors and how they are no longer a danger to this community. Commissioner Tombarello noted the Sheriff's department added an additional employee in the previous budget. Commissioner Coyle added, given the size of our agency, we do not need more than one in the task force. He said other agencies could handle this. Discussion ensued. High Sheriff Massahos stated, once we are back up after this pandemic, he could see the civil warrants will sharply increase.

*As she was leaving the meeting at 9:00am, Register of Deeds Stacey noted Becky Burns would call into the meeting.*

High Sheriff Massahos continued the discussion on the positions needed for his department and said he would not be able to take a deputy from their current position and have them work in the narcotic unit. He said the training, experience and knowledge is different, and we need that people that are experienced. Commissioner St. James stated he would prefer to hold off for now until we look at the budget. Commissioner Tombarello said to the Sheriff's, you mention Lawrence and other agencies and asked, why is Rockingham County policing this and why it is our problem. Chief Deputy Brackett said it is everyone's problem. He said everyone is doing drug investigations all the way up to COOS County because the drugs are being picked up in Lawrence. He explained, what used to be the use of major highways like route 95 and 93 and 3 in dealing narcotics, are now the secondary routes like routes 125, 28, 11, 38 and 102. He said we do not need to approve this now, and we wanted to present to give you what we are looking for and why. Commissioner Tombarello noted he likes what he is hearing. Commissioner St. James noted no motion is on the table and he would prefer to keep this open and look at the budget. All agreed to hold the motions. Commissioner Coyle questioned the need for benefits in the part time position and the number of hours needed. Commissioner St. James asked for more information on these additional positions.

#### Long Term Care Services – Steven Woods, Director/Administrator

- Dental Services Agreement – Golden Tides Dental

**Moved:** Commissioner Coyle moved to approve Dental Services Agreement with Gilda J. Pronych, D.D.S., dba Golden Tides Dental, for the term 05/01/2020 to 04/30/2023, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Thank You Letter  
For informational purposes.

#### **IV. New Business / Old Business**

County Attorney Conway reported everything was status quo with her department with people working from home. She is confident she and Superintendent Church will work successfully together when and if they need to release defendants. She continues to work on assigning approximately fifty-seven (57) cases for trials with dates in June, July and up to November. Her staff is working on backlog work and she is reviewing logs from employees that are at home working and said they are busy.

Superintendent Church noted they are holding from 115-120 inmates as a standard right now and have been working well with the changes as the standards are coming out. He has had exceptional patience with staff and is happy to report no COVID cases and gives credit to the staff as they are extreme about what they are doing up to now. Superintendent Church said because of the practices put in place in advance because of COVID-19, we have done well. He has had a few staff members that were ill, and reported his department followed the process in keeping them out, and said they came back with negative testing. He has had some overtime spikes because he had to open a closed unit for separation. He noted with the closing of some units now, the overtime is back down.

Director Woods is working closing with Exeter hospitals and other hospitals. He noted Exeter asked if we could take a positive patient and he reported he declined and continues to follow protocol and the directions of our medical director. He said Exeter hospital has about fifty (50) beds opened. Commissioner St. James agreed with the pushing back and not bring risk into our staff. He gave reminder when they have an overflow we have to accept. Director of Nursing McCarty said the agencies have still been able to provide staff and we have extended their contracts so staffing is fine.

High Sheriff Massahos reported his department was doing well. He said the N95 masks would be in by Thursday. He will continue to reach out for additional supplies for the nursing home. Commissioner St. James noted they would be divided up accordingly.

Director Nickerson said he sent the proposed budget out last night to the departments. He said things will change and he asked everyone to look at their revenues to see that you are not being conservative, as we could use every dollar during this budget season to avoid tax increase. If you see anything that does not line up that you put in Open Gov please let him know. He will send out the payroll projections. He said his department is down to having three (3) - four (4) people in the office, while some are working remotely. He and Leila would be here every day and encouraged anyone to reach out to them if they need help.

Director Gates reported her department remains busy and they have been picking up some jobs in the outside buildings. She had one employee out all last week on a pending COVID testing on their child. She said the testing was negative and that person is back to work.

Director Kivikoski reported she was busy with the departments. She said there is currently nine (9) employees on the paid leave portion and one (1) out on the extended ten (10) week. She asked a nonpublic to further discuss. She said the pay codes were finalized with the descriptions Ben and they will be sent out to the departments to have something to refer to. Director Kivikoski will try to do a Zoom call with the different department with the payroll editors to answer any questions and coordinate to work on this with Chuck. She said the Recruiter and one (1) Generalist are working off site, and that we are here to answer questions.

Director Nickerson said the Commissioners budget has to be out by May 1<sup>st</sup> in the mail to the towns and city and to the representatives and the deadline date for the public hearing is May 8<sup>th</sup>

Director Nickerson gave notice he heard from Cheryl Hurley that the Executive Committee is targeting June 8 for the Executive Committee meeting on what they will propose for a budget to the delegation. He said June 24<sup>th</sup> is the tentative budget hearing date for the overall Delegation

Commissioner Tombarello said we should at least meet with the liaisons and start working on their budgets one on one to help the process. The Commissioners agreed to schedule an all-day budget workshop for Friday, April 17, 2020 to meet with the Division Directors and Elected Officials. Brenda Santos will coordinate with the departments to meet with the Commissioners on Friday, April 17<sup>th</sup>.

Becky Burns reported the Register of Deeds has an order placed for gloves and masks and they would soon be delivered.

Commissioner St. James asked Director Gates to inquire about getting a Wi-Fi booster for the conference room.

## V. Public Comment

## VI. Commissioners Non-Public Session

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 9:37am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner Coyle moved to go out of non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 10:23am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Director Kivikoski noting the NeoGov agreement ask if the Commissioners would authorize Attorney Mullen to speak with the legal counsel for NeoGov on the language discussion. Commissioner Coyle gave his acceptance of the indemnification language in the agreement and that a meeting between the attorneys was not necessary. Commissioner St. James defers his decision to Commissioner Coyle. Commissioner Tombarello also agreed.



Director Kivikoski left the meeting at 10:25am.

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 10:25am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

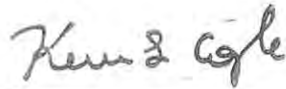
**Moved:** Commissioner Coyle moved to go out of non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 10:38am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

## VII. Adjourn

**Moved:** Commissioner Coyle moved to adjourn at 10:38am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_



Kevin Coyle, Clerk-Rockingham County Commissioners

As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).



# Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room-or by Zoom tele/video Conferencing  
117 North Road ~ Brentwood, New Hampshire

April 15, 2020 at 8:30am

*As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).*

**Present:** (T=by Telephone, V=by Video Conferencing).

Commissioner St. James, Chair

Commissioner Tombarello, Vice Chair

Commissioner Coyle, Clerk

Stephen Church, Corrections Superintendent-T

Patricia Conway, County Attorney-V

Steven Woods, Long Term Care Services Director-T

Brenda Santos, Senior Executive Assistant-V

Nicholas Toumpas, IDN 6-V

Jude Gates, Director of Facilities, Planning & IT-V

Chuck Massahos, High Sheriff-T

Robin Bernier, IT Manager-V

Charles Nickerson, Finance Director

Alison Kivikoski, Human Resources Director-V

Tiffany McCarty, Director of Nursing-T

Dave Consentino, Ast. Superintendent DOC-T

Peter Janelle, IDN 4-T

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:41am.

All votes that are taken during this meeting shall be done by roll call vote.

## II. RFP Openings/Awards

- Award: Fernald Rooftop Units (Engineering and Maintenance Services)

**Moved:** Commissioner Tombarello moved to award Fernald Rooftop Units proposal to ENE Systems of New Hampshire in amount of \$52,890, as recommended by the Director of Facilities, Planning and IT. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Award: Leadership Development Training for Corrections and Nursing Department (Human Resources)

**Moved:** Commissioner Tombarello moved to award Leadership Development Training for Corrections and Nursing Departments to Nick Manolis, at a cost not to exceed \$14,000 (LTC Development Services \$6,500; DOC Culture Definition and Assessment \$3,000, Four days of training all LTC & Assisted Living \$3,200, estimated mileage \$1,300), as recommended by the Director of Human Resources. Commissioner Coyle seconded and asked for a discussion. He asked if this is what we should be doing right now. Director Kivikoski said she has it in her budget she can secure the funds now and roll over into next years. She explained the need for this and said with the union coming to the Nursing Home, there will be a need for a whole new leadership training for the front line. She added, in Department of Corrections there have been situations that have occurred that needed this type of training. She asked if she could encumber the funds. Commissioner Coyle noted the current situation will be going on for a long time and that LTC and the DOC are currently busy and virtually locked down. Commissioner Tombarello asked if it he would agree to roll it over to next year. Commissioner Coyle said because we have the money in the budget does not mean we should use it. He said there is a lot of expense in Human Resources for next year and he is looking for a way to cut back. Commissioner St. James agreed this is not a time to spend the money but it is the second time we tried to get this person in and suggested we encumber the funds. Commissioner Tombarello noted he would probably vote no and suggested we should table. Discussion ensued. Commissioner Tombarello **moved to table and remove his motion to award**. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes. (Request is tabled.)

### III. Consent Agenda

1. Minutes: April 7, 2020 (Commissioners Office)  
To approve April 7, 2020 meeting minutes.
2. Payroll (Finance)  
To approve payroll in amount of \$1,100,293.12. for payroll ending April 11, 2020.

**Moved:** Commissioner Tombarello moved to approve consent agenda. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

### IV. Reports

#### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle noted he would be meeting tomorrow with the Sheriff's department at 10am to go over the budget. He has already met with Human Resources on their budget and will meet with Superintendent Church as well before Friday. He will be present at the County for the Budget Workshop this Friday.

Commissioner Tombarello attended the Monday NHAC conference call on the opioid status and had nothing new to report. He asked them to exclude him from the meetings for a while. He received a report from Director Gates with updates on her departments. He said at the jail the infirmary has been updated, two cameras have been installed by Honeywell and the intercom system has been updated. He said they were working on the drain system at Glendale. He will be meeting with Register of Deeds Stacey, County Attorney Conway and Director Gates tomorrow at different times to go over their budgets. He spoke with Representative O'Connell on the Non-County funding and he gave her notice of the cuts he would be looking to do, on Area Homemakers and Behavioral Health. His personal opinion is he will not support \$80,000 for Area Homemakers and noted, he had to reach out to remind them to file for funding over the past two years. He said an organization who is looking for funding, especially with the amounts they request, should not have to be reminded.

Commissioner St. James was happy to announce that the blog Director Woods and Director of Nursing McCarty were working on is now up and running thanks to them and IT Manager Bernier. He asked for a round of applause for them. The blog is available to view at [www.RockinghamcountyLTCnews.org](http://www.RockinghamcountyLTCnews.org) and is made available on our County website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org), under Departments tab; Short/Long Term Care.

Commissioner St. James gave notice of a call between 1pm and 2pm with the Governor and said he will be speaking about the \$300 stipend for Long Term Care Services. Commissioner Coyle noted he would be listening into that call.

- Public Hearing Date Discussion-Commissioners Proposed Budget FY 2021

**Moved:** Commissioner Coyle moved to hold a public hearing on May 6, 2020 at 11:00am, the Commissioner's proposed FY 2021 budget pursuant to NH RSA 24:13-c III. The County Commissioners shall mail or deliver to the executive committee of the county convention, each other member of the county convention, the chairperson of the board of selectmen in each town, and the mayor of each city within the county, and the secretary of state, prior to May 10, their itemized recommendations of the sums necessary to be raised by the county for the FY 2021. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

#### Corrections – Stephen Church, Superintendent

- Glendale-Revised Invoice

Assistant Corrections Superintendent Consentino said we are in agreement of the hours, but it is outside the contract and will therefore require Commissioner approval.

**Moved:** Commissioner Coyle moved to approve revised invoice from Glendale for labor, 01/01/2020 to 2/07/2020, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded.

Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Assistant Corrections Superintendent Consentino noted Corrections is reviewing the February and March bills.

Human Resources – Alison Kivikoski, Director

- COVID-19 Motion Considerations Addendum – Minimum Usage PPP 8-2 F

**Moved:** Commissioner Tombarello moved to waive the minimum usage requirement for the May 1, 2020 through April 30, 2021 period for those departments determined by the Board of Commissioners, as recommended by the Director of Human Resources. Commissioner Coyle asked, before we make the motion we need to review the departments. He cannot be in support of every department. Commissioner St. James said we could start out with the jail and the nursing home. Commissioner Coyle was in agreement with Commissioner St. James. He then asked why someone has 90 hours. Director Kivikoski responded and said the employee just has not used their time. Commissioner Coyle recommended there should be a limit to the number of hours and he would be fine with up to 40 hours. Commissioner Tombarello **took back the motion**. Commissioner Tombarello then **moved to** waive the minimum usage requirement for the May 1, 2020 through April 30, 2021 period for Department of Corrections and Nursing Home Long Term Care and Assisted Living departments for up to 40 hours, as recommended by the Director of Human Resources. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Exception Request – Pursuant to Personnel Policies and Procedures 6-3 (Long Term Care Services)

**Moved:** Commissioner Tombarello moved to approve Exception Request pursuant to Personnel Policies and Procedures 6-3 for an employee of Long Term Care Services (K.G.), request to hire at an hourly rate of \$15.20, as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Long Term Care Services – Steven Woods, Director/Administrator

- New Hampshire Medicaid Provider Participating Agreement

**Moved:** Commissioner Tombarello moved to approve and authorize the Chair to sign the State of New Hampshire Department of Health and Human Services – New Hampshire Medicaid Provider Participation Agreement, as recommended by the Director of Long Term Care Services. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

## V. New Business / Old Business

- IDN 4 & 6 Reports-Nicholas Toumpas and Peter Janelle

Nicholas Toumpas reported on Region 6 Connections for Health and said he and Peter worked over a period and prepared the financial summaries they presented to the Board. He said before you is the revenues and the expenditures and the projected for 2020, what the cash positions are. He said since COVID 19 they have to pivot and adapt because many of their partners are in serious stress and that their revenues have tanked, because the hospitals have shut down the inpatient services. He believes the IDN is particularly needed because of this impact. He said these reports were put together before the impact of COVID-19 and will have to make modifications. He then turned the reporting over to Peter Janelle.

Peter Janelle said the same thing is happening for Region 4 Network4Health. They have had to make significant changes. He said there is additional revenue (payment from the Counties for 2019) and expenses that are not reflected in this report. He said most of their partners have switched to telehealth platform or remote work. He said they have had to scramble to make this work. He said they have had to help the smaller organizations in getting them ready, such as adding equipment, software, training and remote lines for service delivery.

Commissioner Coyle said the March 1, 2020 balance does not include the money Rockingham has contributed for 2019. Nicholas Toumpas confirmed the Rockingham County payment and the other Counties at the 50% level were not reflected in this report. He said their maximum allocation of what they could earn for the 2019 period of over 2 million is not reflected. He has received the amount of 1.7 million for 2018 and 2019 (it reflects the contributions from Rockingham and Strafford County and a match dollar for dollar from the Federal Government). The balance of 300 thousand dollars is the designated State healthcare spending, he is waiting on the status. He said what was paid to both his and Peter's agencies were for activities that were earned by performance.

Commissioner Coyle then said, you are sitting on 6.8 million dollars. Nicholas Toumpas confirmed that it was close to being correct. Commissioner Coyle then asked Peter Janelle, what did you get. Peter Janelle responded, he received the County portion of the funding formula of 2.5 million and has not received the entire amount that was owed. Commissioner Coyle then said, you are sitting on 7.5 million and asked how much he was planning to spend this year. Peter Janelle said the plan is to spend all of the 9.5 million that is projected for 2020. He said because they will be shy of receiving that amount they will have to pair back and adjust if there is no additional funding. His budget anticipates the entire 1.4 million from Rockingham County.

Nicholas Toumpas and Peter Janelle further explained the challenges before them on earnings because it is based on performance and the adjustments to the circumstances with COVID -19.

Commissioner Tombarello expressed his understanding of the earnings based on performance. He said, with us going into budget, he cannot see how we can support the dollars they are seeking. Nicholas Toumpas said he would like to work with the Commissioners on this, because many things have changed. He said the program does not end at 2020, as long as we have the dollars and the commitments, we will continue. He agreed, the IDN is sitting on a particular amount of cash and each one of us are in different positions. He cannot discuss the details of the 2020 asks right now. He will have to work with the department (DHHS) to see what they will be looking for and if there have been changes because of COVID-19.

Commissioner St. James said agencies like mental health are being held up because resources are limited due to hospitals and providers that are currently being tied up. He is being conservative right now with the crisis we are in.

Commissioner Tombarello asked Nicholas and Peter if they were helping agencies stay alive. Nicholas Toumpas gave Lamprey Healthcare as an example of one that is affected and needing help. He said they have had a reduction in revenue of about 70%. They have had to lay off staff and have been using telehealth and have somewhat leveled off, but are not fully operating. He explained Lamprey is a fiscal agent for Public Health and they do not receive any monies that came from the State for Public Health, but they are receiving some monies from PURSA.

Commissioner St. James thanked Nicholas Toumpas and Peter Janelle for appearing before them today. Peter Janelle said they are working on their quarterly report that will be made available for May.

*Nicholas Toumpas and Peter Janelle left the meeting at 9:30am.*

High Sheriff Massahos reported all was good with his department.

County Attorney Conway noted she would attend the Friday Budget Workshop in person. She reported the Court is holding telephonic dispositional conferencing, pre-trial conferencing, and pleas. She also noted they were doing paper pleas of which she instructed her attorney's to stand firm on an in-person plea on most of case.

Assistant Superintendent Consentino reported on the MAT and said Superintendent Church was meeting right now with the State of NH Board of Pharmacy, working on the final phase bringing them closer to the certification. On COVID-19 he noted they were keeping up with cleaning. We are keeping a close eye on Essex County Jail in Massachusetts as they were having some concerns right now. He said it is difficult in getting supplies and has sanitizers and masks coming in but had no date on receipt of them.

Director Woods announced Director of Nursing McCarty was present in his office while on this conference call. He reported they have received 2000 surgical mask and 200 K95, and additional cloth masks. Today they are converting over to the new guidelines, that residents have to wear masks whenever possible and with patient care, to be distributed on the floors today. Someone in the community has dropped off 1000 masks today. He is working together with DOC and the distributors in obtaining these supplies. He was made aware that new

Director of DHHS implemented a requirement that every resident coming in has to be tested for COVID and have to have masks and PPE. He said the staff is doing an amazing job and guidelines are changing every day.

Director of Nursing McCarty said she has not been told where the mobile testing sites would be. She has had three residents tested with two negative results back and she is waiting on the third.

Director Woods noted the Chair of Honor plaque was in and is displayed.

Director Woods asked about the public hearing and stated we should follow the same procedure as the blood drive, using a separate entrance while blocking off access to the residents. Commissioner St. James said we will allow people to participate via Zoom and will not allow more than ten people in the conference. Therefore, the Hilton Auditorium will not be used, and the meeting will be set up in the Maureen Barrows Conference Room.

On suggestion of Commissioner St. James, High Sheriff Massahos will bring recommendation to put masks on any person that would be arrested to his Captain

Director Kivikoski reported her department was busy and they were holding down the fort.

Director Nickerson reported the new COVID pay codes are in and that it was a challenge with this week's payroll. He noted Human Resources helped greatly with this change. He reminded everyone of the 3<sup>rd</sup> quarter budget and asked everyone to get his or her information in.

*High Sheriff Massahos left the meeting at 9:45am.*

Director Gates asked for consideration on the minimum usage for a few of her Maintenance department employees. Discussion ensued. Commissioner Coyle was willing to discuss and asked for the figures. Commissioner St. James said we would speak on this next week.

#### **VI. Public Comment**

#### **VII. Commissioners Non-Public Session**

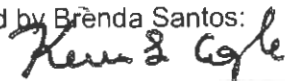
**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 9:51am. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner Tombarello moved to come out of nonpublic at 10:15am. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### **VIII. Adjourn**

**Moved:** Commissioner Tombarello moved to adjourn at 10:16am. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brènda Santos:



Received by: \_\_\_\_\_

Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Tuesday, April 21, 2020 at 8:30am

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair-V  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent-V  
Cathy Stacey, Register of Deeds-T  
Steven Woods, Long Term Care Services Director-T  
Tiffany McCarty, Director of Nursing -T  
Santos, Senior Executive Assistant-V

Jude Gates, Director of Facilities, Planning & IT-V  
Chuck Massahos, High Sheriff-T  
Robin Bernier, IT Manager-V  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director-V  
Patricia Conway, County Attorney-V  
Albert Brackett, Chief Deputy Sheriff's Office-T  
Brenda

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:35am.

*Commissioner St. James read the following: As Chair of the Rockingham County Commissioners, I find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).*

## II. RFP Openings/Awards (There are no RFP Openings and no Awards today.)

## III. Consent Agenda

1. Minutes: April 15, 2020(Commissioners Office)  
To approve April 15, 2020 Meeting Minutes.
2. Warrants (Finance)  
To award Departmental Warrants T200652, T200653, T200751, T200752, T200753, T200754, T200798, T200801, T200802, T200803, T200806, T200848, T200849, T200850, T200856, T200858, T200859, T200860, T200871 totaling \$454,684.15; Departmental Warrants Entered by Finance T200834, T200835, T200836, T200838, T200839, T200893 totaling \$66,158.26; AP Wire Payments T200837 totaling \$1,641,886.00; Payroll Warrants 4/6/2020, 4/1/2020, 4/10/2020, 4/16/2020 totaling \$2,298.03; General Ledger Warrants GL20584, GL20585, GL20625 totaling \$30,223.41; AutoPayments-Full amount previously approved by BOC T200009 totaling \$1,455.00; General Ledger Warrants CONTINUED GL20629 totaling \$118.00; Grand Total \$2,196,822.85
3. Legal Invoices-General Government (Commissioners Office)  
For informational purposes.

**Moved:** Commissioner Coyle moved to approve Consent Agenda. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

## IV. Reports

Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Tombarello expressed his concern with the help needed for Deb Perou and Meals on Wheels. She is looking for additional funding because there is has been an increase in the need for meals. She may be reaching out to the Delegation for the additional funding.

Commissioner Coyle said Human Resources has been doing well with keeping up. He gave a thank you to Director Nickerson and his department for the budget work they have done. Commissioner St. James asked for a round of applause for the Director Nickerson and his department.

Commissioner St. James reported the testing at Riverwoods went well on Sunday and Monday and was that they were efficient. Director Woods noted there were about 120 from Rockingham and the staff was pleased. Director Kivikoski said only the positive testing results would be reported to the individuals that were tested.

Human Resources – Alison Kivikoski, Director

- Long Term Care Stabilization Program MOU

Director Kivikoski said if you look at the list, Director Nickerson can submit and we can prepare the MOU. Commissioner St. James suggested giving the electronic copy to Brenda Santos and she will forward to the Commissioners.

- Red Cross Blood Drive-June

**Moved:** Commissioner Coyle moved to approve request to host an additional Red Cross Blood Drive in June 2020, noting this would not replace the blood drive scheduled for July, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- **Further Discussion- Minimum Usage Potential Reductions**

Director Kivikoski noted this request was for the employees in Engineering and Maintenance. Commissioner Coyle said he would be inclined to approve this request, and gave direction for it to be presented as an Exception Request.

Sheriff's Office – Charles Massahos, High Sheriff

- Exception Request PPP 8-2

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 8-2 for an employee of the Sheriff's Office (P.B.), and exception to the minimum usage deadline with an extension to May 31, 2020, to allow this employee to reschedule scheduled time off (time that was used due to an unforeseen reason under FFCRA leave) for May 4th through May 15th, as recommended by the High Sheriff and the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Request for Personnel Title Change; Repurpose Position: Sgt.(Patrol/Civil) to Lt. (Operations / Patrol)
- Request for Personnel Title Change; Repurpose Position: Sgt.(Warrants) to Lt. (Warrants/Investigations)

Commissioner St. James asked for discussion on the requests of the Sheriff's Department, as legal had feedback. Commissioner Coyle noted he would agree if they wanted to go from Lieutenant but they should not be in the union. Chief Deputy Brackett asked if he could speak on the discussion with legal. He said with the research that was conducted, the Sheriff has statutory authority and can promote someone from a Sergeant to Lieutenant. He said you have to let the union know but it does not affect the collective bargaining unit. Director Kivikoski explained a one-page agreement, an MOU, needs to be crafted between parties for historical purposes to relate back to. Chief Deputy Brackett noted if we promote, they become non-union. Commissioner St. James gave his support and asked for the MOU and to hold off on these requests until next week. Chief Deputy Brackett said the attorney made it clear, the union cannot prevent the promotions and for us to do an amendment as a sign of good faith. Commissioner Tombarello noted the positions will be absorbed and that we are not replacing the Sergeants positions.

**V. New Business / Old Business**

Register of Deeds Stacey said, if she has to, she would reduce by one staff member to help in assist with the budget and the time we are in because of COVID. Her office remains busy and are focusing on current work



and finalizing their backup solution with Block-5. Her budget for next year is the second phase with another back-up solution back at the county. She noted she has six (6) employees on Furlough right now.

County Attorney Conway asked about the salary study for the attorneys and asked for the status. Director Kivikoski noted she received the final plan from the consultant and will present the list at the next Commissioners meeting. Once presented to the Board, Director Kivikoski will share the study with the departments.

High Sheriff Massahos noted things were going well in the Sheriff's Department.

Superintendent Church reported the inmate count at the jail was at 110. Commissioner St. James gave recognition to Superintendent Church and Jennifer for an article that appeared in US today. Superintendent Church noted there have been no COVID cases to report. His staff has been vigilant in cleaning and following proper procedures. He said Essex is having quite a problem and he has been keeping a watch on that. County Attorney Conway noted she agreed to vacate the warrant out of Middleton.

Director Woods while appearing remotely noted Director of Nursing McCarty was present with him to give updates on infection control. He reported Beantown Coffee Town dropped off one hundred (100) lunches for the staff, and Kelly's Cookies brought in cookies. His department received another drop off of PPE supplies yesterday, bringing surgical masks from 1500 to 7000.

Director of Nursing McCarty reported on the changes in infection control; we have to put on hair bouffant caps and shoes covers. She said there is infection problems with reusable gowns and we have revised them to prevent cross contamination. We are not there yet with the hats and shoes, but if someone were to be infected, we will have to begin using them. She noted down the line, we might have to change street clothes when coming in to scrubs and then change again before we leave, while putting the soiled clothes in a bag and then taking them home to launder. If a resident is infected, this practice will have to be done for everyone in the entire nursing home.

Director Gates noted everything is good in her department.

Director Kivikoski stated, after last week's meeting she received a reach out from Peter Janelle about the leadership training and she provided him with the proposal. She will provide information on what he is willing support for discussion at another meeting.

Director Kivikoski noted her department is dealing with childcare paid out leave and they have been very busy.

Commissioner St. James asked for another Budget Workshop and it will be scheduled for Monday, April 27, 2020 to begin at 9:00am. He noted the sessions with the departments will be at fifteen (15) minute intervals beginning at 9:20am and should run about 2-3 hours in total.

**VI. Public Comment** *(There were no public comments today.)*

**VII. Commissioners Non-Public Session**

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 9:22 am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

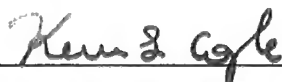
**Moved:** Commissioner St. James moved to go out of non-public session @ 10:00am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

**VIII. Adjourn**

**Moved:** Commissioner St. James moved to adjourn at 10:00am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_



Kevin Coyle, Clerk-Rockingham County Commissioners



4/27/2020 BOC Minutes Approved  
on 5/6/2020

# Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room-and Video/Audio Conferencing  
117 North Road ~ Brentwood, New Hampshire  
April 27, 2020 at 9:00am.

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent  
Cathy Stacey, Register of Deeds-T  
Steven Woods, Long Term Care Services Director  
Tiffany McCarty, Director of Nursing  
Brenda Santos, Senior Executive Assistant  
Brian Chirichiello, Representative-T

Jude Gates, Director of Facilities, Planning & IT-T  
Chuck Massahos, High Sheriff-T  
Robin Bernier, IT Manager-T  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director-T  
Patricia Conway, County Attorney-T  
Albert Brackett, Chief Deputy Sheriff's Office-T  
Katherine Arsenault, Business Office Administrator  
William Cahill, Attorney

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 9:05am.

*As a result of COVID-19 Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).*

## II. Budget Workshop-Rockingham County Commissioners FY2021 Proposed Budget.

Commissioner Coyle began by saying we need to look at where we can reduce the lines by at least \$60,000. Discussion on revenues and salaries ensued. Commissioner Coyle said we gave 3% raises last year and there have been years we have given less. He could not see how the County could support an increase in salaries for next year, specifically noting the COVID situation and the number of people that will be without employment and that it would be irresponsible to ask for an increase from the taxpayers. Commissioner St. James noted we are in the middle of negotiations with the nursing home and while pending negotiations this group did not receive raises. He felt it is wrong to penalize everyone else that is not in a union, which is about 30% of the staff. Commissioner Tombarello made a suggestion of a one-time payment to the non-union employees, a one-time discretionary bonus, seeing that the union personnel will receive and increase. Discussion ensued on the amount they could do across the board. Director Nickerson will work on the scenarios and bring back for review.

- Delegation

Commissioner St. James brought the Delegation budget to discussion. Commissioner Coyle noted the Delegation budget is high for what they spend. He suggested a reduction in the legal and contingency lines. Discussion ensued. The Delegation legal line will be reduced by \$5,000 leaving \$15,000.

- Engineering and Maintenance Services

Director Gates asked if the position recommended could be left on the position list. Commissioner Tombarello said all positions recommended for all departments will be off the position list, noting to be left on the list there would have to be Delegation approval. Director Gates noted where reductions could be made to her department lines and offered \$10,000 off the Boiler Plant Purchase Services.

Manager Bernier noted a reduction in expendable purchases and said she could remove four (4) to five (5) computers at approximately \$1000 each. Commissioner St. James was hesitant to make this reduction based on the current COVID situation. Discussion ensued. Manager Bernier went with the thought to

rebuild a portion of the machines at a lower cost than to purchase new. She explained she works on replacing about 25% yearly. The Commissioners will leave the IT budget as is for now.

*Director Gates and Manager Bernier left the meeting at 9:26am.*

- Commissioner Office

The Commissioners budget has been reduced from last year by 1.8%. It was noted the Delegation salary committee sets the salaries for the Commissioners.

- Department of Corrections-Superintendent Church

*Superintendent Church and Katherine Arsenault arrived at 9:29am.*

Superintendent Church gave handouts to the Commissioners; Policies and Procedures for COVID 19 for Rockingham County Department of Corrections.

Commissioner St. James explained to Superintendent Church they are looking for reductions from all departments. He gave notice that the Department of Corrections ordered 3,000 surgical masks and received 50,000. He offered masks to the Sheriff's office and they were all set for now. Superintendent Church noted a reduction of \$15,000 in outside medical care, and certifications may be reduced by \$5,000.

*Superintendent Church and Katherine Arsenault left the meeting at 9:55am.*

- County Attorney's Office

Commissioner St. James asked for further reductions from the County Attorney's office. County Attorney Conway offered a reduction in training. Commissioner St. James noted the reduction in one attorney.

- Sheriff's Office

Commissioner St. James asked for further reductions from the Sheriff's Office. High Sheriff Massahos noted the reductions and the cuts they will make as represented in their proposed budget. He said he can justify everything that remains and said he is removing the full time deputy and the part time NCIC clerk and the deputy line is used and we need to keep the money in that line. He anticipates a surge once everything opens up.

Commissioner Tombarello said they have taken cuts from everyone from the proposed budgets and asked across the board the same for everyone. He noted the Sheriff's Office was asked to make cuts from their proposed budget. He said, because you took a stand to not make further reductions, the Commissioners did the reduction.

Chief Deputy Brackett noted they had already taken the time and made \$133,000 reduction before they brought the proposal.

Chief Deputy Brackett gave noted respect to all the departments and was trying to point out he wishes he had not made so many reductions prior to presenting the proposed budget and wished he could reduce more. He said their calls for service is up 6% over the past few weeks. He acknowledged the current reduction in transports and services of warrants. He is expecting they will need to be ready for the increase in work that is soon to begin once the situation changes. Discussion ensued.

Commissioner St. James clarified and said, all departments were reduced prior to proposals. He explained all departments are being asked to further reduce and they have.

Commissioner Coyle said every department is having a difficult budget year in what we are asking, but we need to be cognizance in presenting a budget on what taxpayers can afford. He understands it is the responsibility of the Sheriff's office to support law enforcement and gave his respect to them.

Director Nickerson noted the position taken away from EMS was a filled position and those duties do not go away and they will be distributed among other people.

Commissioner St. James noted we are not cutting any positions from you, and had to make an uneasy decision and have reduced \$100,000 out of your \$6million budget gave appreciation to the Sheriff's Office.

- Human Resources.

Commissioner St. James asked Director Kivikoski where additional reductions in her department budget could be make. Director Kivikoski offered \$2500 in Development and Training.

- Long Term Care Services

Commissioner St. James asked Director Woods where additional reductions could be made in his department proposed budget. Discussion ensued. Commissioner Coyle noted the reduction in \$30,000 Nursing salaries and Director Woods agreed. He said that with the additional reductions in salaries we took down, he could not see any more. Director Nickerson noted he would look at the numbers for dietary services for a possible reduction and he would get back to Director Woods on that.

- Registry of Deeds

Commissioner St. James noted this was a tough budget year and gave compliments to Register of Deeds Stacey on the reduction in staff and additional lines. Register of Deeds said a lot of the money was from the telephone lines that went over to the IT line and noted IT is taking on that burden. She gave updates on the revenues and noted they were adjusted even further down to be represented well. Director Nickerson noted the reductions were reflected. As results of COVI D 19, it is anticipated Register of Deeds will see the revenues down.

Register of Deeds Stacey asked why it is not good to be bonding for a building when you can get the bonding pricing for nothing. She said it would not have an impact on next year's budget.

Commissioner Tombarello noted projects for contractors are at a standstill until about August 2021 and he anticipates we would not be able to get contractors for two (2) years. He does not want to make a payment on something with nothing built. He would be fine with funding on the design. He knows the building will happen in the future but it will not happen now. His concern is the staffing for Corrections. Register of Deeds remains concern about her staff and department. Commissioner Coyle said in this uncertainty, he is not willing to have to commit the towns and city to \$40,000 million, even though the monies are cheap right now, without knowing where the world is going.

*Registry of Deeds Stacey left the meeting at 10:41am.*

Commissioner St James asked of Director Nickerson where reductions could be made in the Finance Department. Discussion ensued. Commissioner St. James noted \$1000 reduction in conferences/training.

Further discussion on revenues lines such as FEMA for COVID, separate revenue lines, and Stimulus fund, Commissioner Coyle questioned the interest earned.

Commissioner St. James asked for public comment at 10:50am.

Representative Brian Chirichiello had no questions. He found it to be a wise decision to go level funding. He agrees this to be a difficult budget given the time we are in and he agrees with most of what you Commissioners are doing.

Major Bashaw had no further comments

Attorney Cahill noted he enjoyed the session and had no comments.

- Non-County and Statutory Funding

Commissioner St. James noted Deb Perou presented an update and he is inclined to leave level funding on Meals on Wheels as we have done and leave the amended request for the subcommittee. He appreciates what they have done. Commissioner Coyle believes the subcommittee should give additional to Meals on Wheels. Commissioner St. James said the Delegation would know by then if the Governor gives extra money to this program. Commissioner Tombarello noted the respectful raise Deb Perou was seeking in comparison to the large raises other Non-Counties were requesting.

*Attorney Cahill left the meeting at 10:57am.*

Director Nickerson with the initial cuts said we are slightly below FY 2020 on appropriations right now and he will circle back on the dietary

Discussion on the Dental plan

Commissioner Coyle noted he is at zero for raises. He would remain OK with the possible \$500 one-time stipend for non-union employees. He feels to propose raises when people are out of jobs would not be fair to the taxpayers. Commissioner Tombarello agreed with Commissioner Coyle on this matter of a stipend for non-union employees.

*Rick Alleva joined the meeting at 11 :06am.*

Commissioner St. James explained how we cut budgets across and cut staff. He said they are at level funding for Statutory Funding.

Rick Alleva express his thank you and with the Deans support to the County, he found it to be more than reasonable. He said if there were initiatives they could collaborate, he would work with the County on those projects. He does not always get involved with DOC or Nursing, he said they fall into the Spirit of Family and said if there is training he does and the County finds they could benefit, the training would be at no cost to the County

*Rick Alleva left the meeting at 11:14am.*

Commissioner Coyle once again noted he would not agree with salary increases. Commissioner St. James agreed with leaving as it is now. Commissioner Tombarello noted the increase of 1.5%.

Commissioner St. James declared a recess at 11:20am and noted the Commissioners will reconvene to vote on salaries and budget to place before them at their Public Hearing on the Budget on May 6, 2020 at 11:00am, once Director Nickerson has presented the scenarios of salary increases verses a stipend and the differences in the amounts.

Major Christopher Bashaw requested notification when the meeting reconvenes. There were no further requests.

6:00pm Commissioner St. James entered into negotiations.

6:00pm Commissioner Coyle and Commissioner Tombarello telephonically attended the Salary Subcommittee for Elected Officials.

## **Tuesday, April 28, 2020**

Present via telephonic conferencing. *Commissioner St. James, Commissioner Tombarello, Commissioner Coyle, Major Christopher, Brenda Santos and Director Nickerson.*

Commissioner St. James called the meeting to reconvene at 11:00am.

Commissioner St. James went over the percentages that were discussed on salaries. Commissioner Tombarello noted it would cost the County more if a stipend were given and less at the 2% increase. He would vote on the 2% raise in salaries and recommended to stay away from a stipend. Director Nickerson noted if everyone had an evaluation date that was earlier in the fiscal year, with the numbers in the 2% scenario, you would have seen a decrease. He said that is not what is happening and you see an increase. Commissioner Coyle said, giving raises is irresponsible and tone deaf to what is going on. He would prefer there be two votes; one for raises and one for the budget.

**Moved:** Commissioner Tombarello moved to grant the non-union employees up to a 2% raise providing proper evaluations are met for the upcoming FY 2021 proposed budget. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted no; Commissioner Tombarello voted yes.

**Moved:** Commissioner Coyle moved to approve bottom lines \$85,805,550, with a proposed tax burden of \$49,741,471 as presented on April 28, 2020. Commissioner Tombarello seconded. Commissioner St.

James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes

Commissioner St. James mentioned Commissioner Coyle was looking to present a letter to the towns in the budget. Commissioner Coyle noted he would be sending the letter separately and on his own to the Delegation. He said the letter would be a recap of what it is he was looking for in the budget. He said he would send the letter to Commissioner St. James and Commissioner Tombarello prior to mailing it.

Commissioner St. James noted he would speak with Representative Weyler on the anticipated project. Commissioner Tombarello and Commissioner Coyle agreed.

### III. Adjourn

**Moved:** Commissioner St. James moved to adjourn at 11:26am on April 18, 2020. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:

Received by:                                 Kevin Coyle                                 MAY 06 2020

Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room & Video/Audio Conferencing  
117 North Road ~ Brentwood, New Hampshire  
April 29, 2020 at 8:30am

### **Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent-T  
Cathy Stacey, Register of Deeds-T  
Steven Woods, Long Term Care Services Director-T  
Tiffany McCarty, Director of Nursing-T  
Brenda Santos, Senior Executive Assistant-V  
Brian Chirichiello, Representative-T  
Peter Janelle, IDN 4-V

Jude Gates, Director of Facilities, Planning & IT-T  
Chuck Massahos, High Sheriff-T  
Robin Bernier, IT Manager-V  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Patricia Conway, County Attorney-V  
Albert Brackett, Chief Deputy Sheriff's Office-T  
Katherine Arsenault Business Office Administrator  
Jim MacEachern, Derry NH-T  
Nicholas Toumpas, IDN 6-V

### **I. Call to Order / Pledge of Allegiance**

Commissioner St. James called the meeting to order at 8:40am.

*As Chair of the Rockingham County Commissioners, I find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).*

### **II. RFP Openings/Awards**

- Open: Legal Services, Term July 7, 2020 to June 30, 2023 (Commissioners Office)  
Opened proposals from Ransmeier & Spellman, PC, Sheehan Phinney Bass & Green PA and Drummond Woodsum & MacMahon

**Moved:** Commissioner Coyle moved to authorize the Commissioner's Office to review, evaluate the proposals and return with recommendation for Legal Services. Commissioner Tombarello seconded and asked who will review these proposals. It was agreed, all three Commissioners will receive a copy of the proposals from Brenda Santos and all will review, evaluate the proposals and return with recommendation for legal services. Commissioner St. James called for a vote. Commissioner voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Open: Aruba Access Points Equipment (Engineering and Maintenance Services)  
Opened proposals from Direct Technology Group (DTG), OSI Global IT, Connection and Howard Technology

**Moved:** Commissioner Coyle moved to authorize the Director of Facilities, Planning and IT Services to review, evaluate the proposals and return with recommendation for Aruba Access Points Equipment.

- Open: Gas Convection Steamer (Long Term Care Services)  
Opened proposals from Kittredge Equipment, Sam Tell and Sons. Chefs Depot, Douglas Equipment, Pueblo Hotel Supply

**Moved:** to authorize the Director of Long Term Care Services to review, evaluate the proposals and return with recommendation for Gas Convection Steamer.

### III. Consent Agenda

1. Minutes: April 17, 2020 (Commissioners Office)  
To approve April 17 Meeting Minutes.
2. Minutes: April 21, 2020 (Commissioners Office)  
To approve April 21, 2020 Meeting Minutes.
3. Payroll (Finance)  
To approve payroll in amount of \$1,078,034.02, for payroll ending April 25, 2020.
4. Thank You Letter (Long Term Care Services)  
For informational purposes.

**Moved:** Commissioner Coyle moved to approve Consent Agenda as written. Commissioner Tombarello seconded. Commissioner St. James noted amendments made as did Commissioner Coyle. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Commissioner St. James gave recognition to the Thank You letter from the daughter of a resident whom recently passed away to the Long Term Care Services staff for the wonderful care given to her dad. He asked for a round of applause.

### IV. Reports

#### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle noted the inmate count at the jail was down to 100. Director Nickerson spoke on the stabilization application and noted he was ready to proceed with it. He presented the proposed list.

#### Engineering & Maintenance Services – Jude Gates, Director

- Exception Request Pursuant to Personnel Policies and Procedures 8-2

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 8-2; minimum usage requirement, for two Engineering and Maintenance Services employees (D.R. and R.B.), as recommended by the Director of Facilities, Planning and IT, (*noting Commissioner approval on April 21, 2020*). Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### Finance Office – Charles Nickerson, Director

- Long Term Care Stabilization Program Application

Director Nickerson spoke on the stabilization application and noted he was ready to proceed with it. He presented the proposed list. He believes he has a good to go list and will prepare the application and sent to NHES.

*Nicholas Toumpas and Peter Janelle left the meeting at 9:05am.*

#### Human Resources – Alison Kivikoski, Director

- Leadership Training Proposal –Network4Health Services Agreement

Director Kivikoski had reached out to Peter Janelle and he advised her of that IDN4 and IDN6 could help with the funding for this training. Peter Janelle explained, when he heard about the training the IDN wanted to extend the leadership training opportunity as they have done for other agencies to Rockingham County. He told Director Kivikoski if she were interested, they would help fund the training. On a separate matter, Commissioner Coyle



asked to speak with Nicholas Toumpas and Peter Janelle after the meeting by telephone on a proposed project he wished to share with them.

**Moved:** Commissioner Coyle moved to approve to allow the County to enter into an agreement with IDN4 and IDN6 for leadership Development Training by Nick Manolis at a cost not to exceed \$14,000 to be funded by ID N6 and IDN4, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner Coyle moved to waive the Workers' Compensation insurance that is required for all employees who work on County property, as recommended by the Director of Human Resources. The consultant has indicated they are a person of one and does not hold Workers' Compensation. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- 2020 Benchmarking Studies Motions:
  - To approve title changes for three positions.

**Moved:** Commissioner Coyle moved to approve title changes for three positions as follows and recommended by the Director of Human Resources:

- Security Clerk to Entry Control Coordinator
- Linen Aide to Sewing Aide
- Microfilm Optical Technician to Records Retention Technician

Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- To approve revised job descriptions for fourteen positions.

**Moved:** Commissioner Coyle moved to approve revised job descriptions for the following positions Accounting Manager, Admissions Coordinator, Assistant County Attorney, Assistant MDS Coordinator, Clinical Software Coordinator, Director of Admissions, Entry Control Coordinator, Financial Analyst, Financial Systems Analyst, Lead County Attorney, Receptionist Coordinator, Records Retention Supervisor, Records Retention Technician, and Sewing Aide, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- To approve seven identified positions to a higher grade on the current Pay Plan

**Moved:** Commissioner Coyle moved to approve moving identified positions to a higher grade on the current Pay Plan, pending Executive Committee approval, as follows and recommended by the Director of Human Resources:

- Entry Control Coordinator from grade M02 to M03
- Records Retention Technician from grade M02 to M03
- Admissions Coordinator from grade M03 to M04
- Clinical Software Coordinator from grade M04 to M05
- Records Retention Supervisor from grade M04 to M05
- Assistant MDS Coordinator from grade N08 to N09
- Accounting Manager from grade M07 to M08

Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- To approve a wage adjustment for staff from Benchmarking Study.

*After discussion the Commissioners agreed to stay and bring back wage adjustment for staff from Benchmarking Study at the May 6, 2020 BOC meeting.*

- Proposed Pay Plan Changes for 4th Quarter FY 2020 Motions:

- To approve title changes on the FY 2020 Pay Plan for three positions.

*(NOTE: The Commissioner chose to not vote on FY2020 Pay Plan for three (3). During a non-public meeting this day, Director Kivikoski asked the Commissioners to reconsider.)*

**Moved:** Commissioner Coyle moved to approve title changes on the FY 2020 Pay Plan for three positions as listed below and recommended by the Director of Human Resources:

- Security Clerk to Entry Control Coordinator
- Linen Aide to Sewing Aide
- Microfilm Optical Technician to Records Retention Technician

Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- To approve seven identified positions to a higher grade on the FY 2020 Pay Plan.

**Moved:** Commissioner Coyle moved to approve moving identified positions to a higher grade on the FY 2020 Pay Plan, pending Executive Committee approval, as follows and recommended by the Director of Human Resources:

- Entry Control Coordinator from grade M02 to M03
- Records Retention Technician from grade M02 to M03
- Admissions Coordinator from grade M03 to M04
- Clinical Software Coordinator from grade M04 to M05
- Records Retention Supervisor from grade M04 to M05
- Assistant MDS Coordinator from grade N08 to N09
- Accounting Manager from grade M07 to M08

Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

County Attorney Conway stated it is important for transparencies about the Benchmarking study report and asked why we are accepting without looking at the data. As a Division Director or Elected Official, she felt it should be up to the agency to supply that information. Director Kivikoski explained the agency is tied to giving final report of the data.

#### Long Term Care Services – Steven Woods, Director/Administrator

- Leave Without Pay/Leave of Absence Request-Nursing

**Moved:** Commissioner Coyle to approve Leave Without Pay/Leave of Absence request for an employee of Long Term Care Services (S.D.) as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Leave Without Pay/Leave of Absence Request-Activities

Commissioner Coyle noted this request was of the same type of request as the request made prior.

**Moved:** Commissioner Coyle moved to approve Leave Without Pay/Leave of Absence request for an employee of Long Term Care Services (I.P.) as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Leave Without Pay/Leave of Absence Request-Environmental Services

**Moved:** Commissioner Coyle moved to approve Leave Without Pay/Leave of Absence request for an employee of Long Term Care Services (B.F.) as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Physician Services Agreements- Lamprey Health Care, Inc. Jeremy James, MD & Mary Braun, MD

**Moved:** Commissioner Coyle moved to approve Physician Services Agreement for Jeremy James, MD and Mary Braun, MD with Lamprey Health Care, term from April 1, 2020 to March 31, 2023, not to exceed \$50,000 annually, effective April 1, 2020, and authorize the Chair to sign all necessary documents to include risk and legal recommendations, as recommended by the Director of Long Term Care Services.

Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Lien on Real Property

**Moved:** Commissioner Coyle moved to approve the placing of a Lien on Real Property owned by Rockingham County Rehabilitation and Nursing (RCRNC) resident (V.M.), 43 Spruce Street Road, Danville NH, this resident currently owes RCRNC approximately \$7,372.75 and has been denied Medicaid, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Sheriff's Office – Charles Massahos, High Sheriff

- Request for Personnel Title Change; Repurpose Position: Sgt.(Patrol/Civil) to Lt. (Operations / Patrol)

**Moved:** Commissioner Coyle moved to approve Request for Personnel Title Change; Repurpose Position, from Sergeant (Patrol/Civil) a union position, to Lieutenant (Operations/Patrol) a grade 9 position a non-union position, with an effective date of status change April 26, 2020, as recommended by the High Sheriff and Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello abstained due to family conflict; and Commissioner St. James voted yes.

- Request for Personnel Title Change; Repurpose Position: Sgt.(Warrants) to Lt. (Warrants/Investigations)

**Moved:** Commissioner Coyle moved to approve Request for Personnel Title Change; Repurpose Position, change from Sergeant (Warrants) a union position, to Lieutenant (Warrants/Investigations) a grade 9 position a non-union position, with an effective date of status change April 26, 2020, as recommended by the High Sheriff and Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**V. New Business / Old Business**

Register of Deeds Stacy reported the numbers are good and they remain busy. She has reached out to Director Gates on having Plexiglas shields installed in preparation of the reopening of the office to the Public. Commissioner Tombarello noted he would forward information to Director Gates on what Sandown has installed.

County Attorney Conway reported the courts will use WebEx to conduct conference hearings, which will increase the number of hearing held, as long as defendants have access to a computer. The court is no longer canceling hearings and will contact us to use either WebEx or teleconferencing. She spoke further on the positive things going on in the Criminal Justice System such as dispute mediation hearings, which are good for negotiated pleas.

High Sheriff Massahos noted they have sent letters out to local towns that they are available to help where needed. His employee affected by COVID is back to work. He asked for a round of applause for this individual for having to suffer through this.

Director Gates noted she received a report from IT Manager Bernier, that the phone lines were down earlier, and that the back-up system was working. (*Individuals were delayed for a brief moment while trying to remote into this meeting earlier.*) Director Gates said she saved \$27000 in a fuel delivery last week, noting the reduced prices in fuel

Director Kivikoski said they are busy with union negotiations, stabilization and have seven (7) new employees begin work on Monday and four (4) will begin on the next cycle.

Superintendent Church noted they remain COVID free and continue to keep a close eye on Essex County. His staff remains diligent with cleaning and following procedures.

Director Nickerson noted the Commissioners proposed FY2021 budget is being mailed out. He will send and a legal size copy to all the Division Directors and Elected Officials. He received \$183,000 as part of the CARES Act and another \$122,000 from HHS (Federal) and is looking into what the basis for this funding is. He said it helps the fund balance for the FY2020. He gave notice of the 3<sup>rd</sup> quarter budget review scheduled for May 8, remotely with the Executive Committee, and added; we have one last chance to get things on that agenda as the packets are going out on Monday. He spoke of the CARES act portal and has attended a FEMA webinar to be a liaison for the County to accept funding.

Director Woods reported they had three (3) more residents tested with all the results back negative. There is no one pending testing results at this time. Director Kivikoski noted all the testing results done on employees of the County at Riverwoods came back negative. Director Woods said that the Blog they set up is doing well and is updated every three (3) to five (5) days, noting they have had 675 visits to date. He said orientation went well and we have a fine weekend Supervisor now.

**Moved:** Commissioner Tombarello moved to authorize \$2,500 to Manchester Easterseals, Adult Medical Day Care for supplemental funding, unspent funds allocated to Vintage Grace. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**VI. Public Comment**

**VII. Commissioners Non-Public Session**

**Moved:** Commissioner St. James moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 10:02 am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner Coyle moved to go out of non-public session at 10:48am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**VIII. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 10:48am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:

*Kevin & Coyle*

Received by: \_\_\_\_\_

*B*

Kevin Coyle, Clerk-Rockingham County Commissioners



5/6/2020 BOC Meeting Minutes  
approved on 5/20/2020

# Rockingham County Commissioners

Meeting Minutes & Public Hearing Minutes

Maureen Barrows Conference Room

117 North Road ~ Brentwood, New Hampshire

May 6, 2020: Meeting at 8:30am. & Public Hearing at 11:30am

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair

Commissioner Tombarello, Vice Chair

Commissioner Coyle, Clerk

Stephen Church, Corrections Superintendent-T

Cathy Stacey, Register of Deeds-V

Steven Woods, Long Term Care Services Director-T

Tiffany McCarty, Director of Nursing-T

Brenda Santos, Senior Executive Assistant-V

Melissa Fales, Deputy County Attorney-V

Ryan Ollis, Lead Attorney-V

Megan Stewart, Lead Legal Assistant-V

John O'Connor, Representative-T

Julie Hoyt, Senior Human Resources Generalist-T

Jude Gates, Director of Facilities, Planning & IT-V

Christopher Bashaw, Major Sheriff's Office-T

Robin Bernier, IT Manager-V

Charles Nickerson, Finance Director

Alison Kivikoski, Human Resources Director-V

Patricia Conway, County Attorney-V

Peter Janelle, IDN 4-V

Rick Alleva, UNH Cooperative-T

Kristin Vartanian, Lead Attorney-V

John Mara, Lead Attorney-V

Andrew Sarasin, Assistant County Attorney-V

Jacqueline Cali-Pitts, Representative-T

Brian Chirichiello, Representative-T

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:30am and recited the following:

*As Chair of the Rockingham County Commissioners, I find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).*

Commissioner St. James gave recognition to all the dedicated employees that have been doing a wonderful job here at Rockingham County and for following proper procedures and gave notice to infectious control. He asked for a round of applause for the employees of Rockingham County Short Term and Long Term Care Services and for the Department of Corrections.

## II. RFP Openings/Awards

- Open: Biomass #2 Refractory Repairs (Engineering and Maintenance Services)  
Opened proposals from Messersmith and INFAB.

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, planning and IT to review, evaluate the proposals and return with recommendation for Biomass #2 Refractory Repairs. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

## III. Consent Agenda

1. Minutes: April 27, 2020 (Commissioners Office)  
To approve April 27, 2020 Meeting Minutes.

2. Minutes: April 29, 2020 (Commissioners Office  
To approve April 29, 2020 Meeting Minutes.
3. Warrants (Finance)  
To approve Departmental Warrants T200654, T200655, T200755, T200807, T200851, T200857, T200863, T200864, T200865, T200866, T200875, T200876, T200878, T200879, T200880, T200882, T200910, T200911, T200925, T200926 totaling \$855,620.71; Department Warrants Entered by Finance T200895, T200896, T200897, T200900, T200901, T200902, T200903, T200904, T200905 totaling \$70,940.40; Payroll Warrants 04/20/2020, 04/26/2020, 04/30/2020 totaling \$17,167.94; General Ledger Warrants GL20631, GL20633, GL20636 totaling \$6,672.26 AutoPayments full amount previously approved by BOC T200000, T200001, T200002, T200003, T200004, T200005, T200006, T200008, T200009, T200010, T200011 totaling \$201,176.45; General Ledger Warrants continued GL20637, GL20642 totaling 457,641.39; Grand Total \$1,609,219.15.
4. Populations Report (Department of Corrections)  
For informational purposes.
5. Legal Invoice (General Government)  
For informational purposes.

**Moved:** Commissioner Tombarello moved to approve Consent Agenda. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

#### IV. Reports

##### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle noted the inmate count at the jail is 110. He acknowledged Human Resources and the great job they have done considering all the changes that have taken place.

Commissioner St. James asked if we are keeping our inmates that qualify for work release from working at Glendale. Superintendent Church noted from March 1<sup>st</sup> moving forward and April the inmates have not been working at Glendale due to COVID and said the pandemic prevents them from working at Glendale.

##### Department of Corrections – Stephen Church, Superintendent

- Glendale Invoices- February and March 2020
  - Invoice 106JFEB2020

**Moved:** Commissioner Tombarello moved to approve Glendale Senior Dining Invoice 106FEB2020 in total amount of \$58,007.78, noting \$5,486.73 of total is COVID related expense, as recommended by the Corrections Superintendent. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Invoice 106JMAR2020

**Moved:** Commissioner Tombarello moved to approve Glendale Senior Dining Invoice 106MAR2020 in total amount of \$53,455.95, noting \$4,258.80 of total is COVID related expense, as recommended by the Corrections Superintendent. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

##### Engineering & Maintenance Services – Jude Gates, Director

- Change Order Request – GZA Geoenvironmental, Inc.

**Moved:** Commissioner Coyle moved to approve Change Order Request for GZA Geoenvironmental, Inc, in amount of \$100,000, the change order is requested for anticipated additional site investigation, evaluation and reporting, and development of potential remediation strategies at the site, pending NHDES review and guidance, as recommended by the Facilities, Planning and IT. Commissioner Tombarello seconded. Commissioner St.

James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Finance Office – Charles Nickerson, Director

- Authorization to Coordinate and Submit Funding Requests: CARES, GOFERR, FEMA

**Moved:** Commissioner Coyle moved to give authorization to coordinate and submit funding request and related documents on behalf of the County with regards to CARES Act stimulus funds; State GOFERR costs estimates and FEMA Public Assistance Program reimbursements to Director Charles Nickerson, as recommended by the Director of Finance. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Human Resources – Alison Kivikoski, Director

- NH Caregiver Career Program Agreement
  - Motion to Authorize County to Participate

**Moved:** Commissioner Coyle moved to authorize the County to participate in the NH Caregiver Careers program and designate the Human Resources Department to oversee implementation and reporting for the program. Additionally, to authorize the Director of Human Resources to sign all necessary documents related to implementation to this program, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Restructure the Current Hiring Bonus Program for LNA's hired under the NHCCP

**Moved:** Commissioner Coyle moved to restructure the current hiring bonus program for LNAs hired under the NHCCP to allow for a \$500 payment at six (6) months of employment, with the balance of up to \$2,500 payable in equal installments at four (4), eight (8) and twelve (12) months upon certification of meeting performance criteria. Commissioner Tombarello seconded. Director Kivikoski noted existing is \$3,000 and that this program is going State wide and said, we cannot do the training in the County now. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Supplemental Benefits Motions-Voluntary Benefits

**Moved:** Commissioner Coyle moved to approve the 7/1/2020 through 6/30/2021 Voluntary Benefits and Retiree Health Plan noted in internal May 6 meeting agenda and authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services and the Human Resources Director, as noted in internal May 6 meeting agenda, as recommended by the Director of Human Resources. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- *To Approve **Cigna** to continue as Product Administrator of the employer sponsored \$20,000 Basic Life insurance and \$20,000 Basic Employee AD&D insurance plans for benefits eligible employees at a \$3.20 PPPM (Per participant Per Month) fee; 3 (three) year rate guarantee expiring 12/31/2021.*
- *To Approve **Cigna** to continue as the fully-insured Short Term Disability Carrier with no increase to the rate of \$0.465 per \$10 benefit with 100% of cost covered for full-time employees and prorated share for part-time employees; 3 (three) year rate guarantee expiring 12/31/2021.*
- *To Approve **Cigna** to continue as the Product Administrator for Voluntary Long-Term Disability with no increase in rates; 3 (three) year rate guarantee expiring 12/31/2021.*
- *To Approve **Cigna** to continue as the Product Administrator for Voluntary Employee, Spouse, and Child Life/AD&D with no increase in rates; 3 (three) year rate guarantee expiring 12/31/2021.*
- *To Approve **Tandem Care** to continue as Product Administrator for the Health Care Shopping Services and Savings program for the fiscal period 7/1/2020 to 6/30/2021. Fixed rate cost continues at \$3.00 per health plan*

subscriber per month; rate guarantee through 6/30/2021. Fund rewards administered by Tandem. Rewards Option Program levels determined by Human Resources Director and Finance Director with recommendations by Product Administrator and Gallagher Benefit Services.

- To Approve **Nationwide** to continue as the Product Administrator for the Pet Insurance voluntary benefit, allowing for payroll deductions. Enrollment is on a rolling basis.
- To Approve **Liberty Mutual** to continue as the Product Administrator for the Auto and Home voluntary benefit program, allowing for payroll deductions. Enrollment is on a rolling basis.
- To Approve **Benefit Strategies** to continue as the Product Administrator for the Flexible Spending Accounts (FSA) and Cafeteria 125 Plan Management at an Annual Renewal fee of \$400, payable on 7/1/2020 for the 7/1/2020 – 6/30/2021 plan year; \$4.35 PPM (Per participant Per Month fee) current rate guarantee through 6/30/2021.
- To Approve **Benefit Strategies** to continue as the Product Administrator of the Health Savings Account (HSA); no separate fee for HSA plan account administration; current rate guarantee through 6/30/2021.
- To authorize the Director of Human Resources to sign the County of Rockingham FSA Renewal form for the July 1, 2020 to June 30, 2021 Plan Year.
- To Approve **Benefit Strategies** to continue as the Product Administrator of COBRA at an Annual Renewal fee of \$250, payable on 7/1/2020 for the 7/1/2020 – 6/30/2021 plan year; \$0.45 PEPM (Per Employee/ Per Month) fee; Qualified Beneficiary Takeover Fee \$40; current rate guarantee expiring on 6/30/2021.
- To Approve **EyeMed** to continue as the voluntary Vision carrier at a 0% rate increase; current rate guarantee of 4 (four) years expires 12/31/2021.
- To Approve **E4Health** to continue as the Employee Assistance Plan at a 0% increase; current rate guarantee of \$1.37 PEPM (Per Employee Per Month) expires 6/30/2021.
- To Approve **Colonial** to continue as the Product Administrator for the Voluntary Accident, Hospitalization and Critical Illness benefit plans; rate guarantee through 06/30/2021.

Note: **Boston Mutual** will be retained but is closed to new enrollment.

- Open Enrollment Period

**Moved:** Commissioner Coyle move to designate the Open Enrollment period for the plan year of July 1, 2020 through June 30, 2021 as May 25, 2020 through June 10, 2020. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Mandatory Online Open Enrollment

**Moved:** Commissioner Coyle moved to designate completing the Online Open Enrollment as mandatory for all benefits eligible staff, ensuring that each employee acknowledges the premium rates for the benefits they have elected. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Approve Wage Adjustment: Based on 2020 Benchmarking Study

County Attorney Conway thanked everyone for the salary study. She said this will have a significant impact on the County Attorney's office and she is here to support her staff and the salaries they deserve. She had contacted Carol Granfield of Municipal Resource, the person that did the salary study, and gave challenge to how the study was done, noting it did not take into consideration many things such as cost of living, experience or relevant districts only and asked why Carol only gives a range. County Attorney Conway presented her own breakdown and comparison, which focused on the relevant districts she is competing with and experience. After adding 10% to her department's current salaries, they fell below the average. In order to solve the problem of external inequity we must increase the attorney's salaries by 10%. Anything less than 10% will not rectify the



problem.. She listed the reasons why experienced attorneys were leaving her office, with all reasons based on salary and said, we need these attorneys. We cannot compete with other counties. She noted that even with the 10% increase, the County Attorney's Budget for FY 2021 is under 2% from year 2020. She implored the Commissioner's to pay what they deserve for the citizens of this County.

Commissioner Coyle noted this does not only involve the County Attorney's Office, it effects the entire County.

Director Kivikoski noted we have been 11.5 years without a salary study and have fallen behind in the Nursing Home, Engineering and Maintenance, Department of Corrections and County Attorney and across the board. She said we included County Attorney in the mix because County Attorney Conway expressed concerns with the salaries in her office. She believes Carol Granfield's study was accurate with the recommendation of the 5-10% increases for the fourteen (14) positions. She gave a 3-5-8 and 10% based on Carol Granfield of MRI of where the percentages fall in the County. Director Kivikoski went on say it would not be appropriate to make grade changes as it would cause an in balance and where we need to go with percentages, we leave to the Board. She said if we do not take the 10%, we should revert to our PPP and right now, our increase is at 3%. Director Nickerson noted he was able to find small amounts in each department and 5% can be absorbed in all departments. He said, anything higher certain departments could absorb, but that others cannot go over the 5% such as County Attorney admin coordinator. He said, overall the existing budget could handle this.

Director Woods stated he is open to whatever the Board could approve, but they are struggling to a need to be competitive with some salaries.

Register of Deeds Stacey noted a few positions and absolutely supports this and is looking at a reduction in staff, while making sure she can retain staff.

Superintendent Church would support after looking at the job descriptions and took into consideration what the actual job does.

Deputy County Attorney Fales, who recently joined Rockingham County after working prior for Grafton County, spoke in support of the County Attorney's staff noting the caseload, in spite of the fact we have not filled positions, and prior to the pandemic is more than the office can handle effectively. Based on the severity of the cases they process such as Negligent Homicide, Aggravated Homicide, and Felonious Sexual Assault, she said, we need experience and asked the Commissioners to go with the 10% increase to retain our attorneys and to be competitive when hiring to fill the vacant positions. She said, she has been approached many times to work for Federal, State and private agencies.

Lead Legal Assistant Stewart noted she has made great connections with the attorneys over the past two (2) years. She said, when an attorney leaves it is a struggle to rebuild the team and explained how essentially they have two (2) new people on a case going in blind and there is a lot of tension on the reassigning of cases and that it affects the whole office because of the shift in everyday plans and routines.

Assistant County Attorney Sarasin stated, in his two (2) years as an attorney in Rockingham his experience is one where on several occasions, he has had to take on cases and split the work from the departing attorneys, and noted his caseloads were already heavy prior to the additional work. As he takes on more financial responsibilities such as owning a home and having a family, he may be forced to make a choice between working at Rockingham County a place he has enjoyed to work for verses making more money at another County Attorney's offices. A decision he hopes to never make.

Commissioner Coyle expressed his understanding in the workload, but with the amount of people on unemployment right now, he cannot support a 10% wage increase for all the attorneys; he could support some type of increase for the lesser experienced attorneys, but not for the attorneys who are close to the top of the pay scale. His explanation was the attorneys that have been here for a while have been receiving increases of 2-3% every year.

Commissioner Tombarello recognized the coming and going of the attorney's in this office and the dedication County Attorney has given to her employees. He said the salary study shows we are way off and would like to see the doors not going in and out and stated, we are setting up our County Attorney to fail and he supports the 10%. He believes we are going to end up like Hillsborough with the AG's office down here. He understands

what Commissioner Coyle tried to explain and noted the going over the max, and asked of Director Kivikoski if maybe a different pay plan could be work on. Commissioner Coyle suggested to give the 10% to those but set a maximum. Director Kivikoski explained how they get a percentage and are grandfathered out. Commissioner Tombarello noted he is an advocate to straighten out the eight (8) year changes in the attorneys, as we are not doing our due diligence for the County. The study says 10% and he is in favor of this and to look at what Director Kivikoski said if they reach the maximum given them a payout. County Attorney Conway said there is only two (2) that would be maximum.

Commissioner Coyle noted the more experienced attorneys should be trying cases. Commissioner Coyle questioned why the two (2) attorneys who were close to the top of the pay grade were not trying cases. County Attorney Conway said, these two attorneys handle the Felonies First cases and our ECR program. Our ECR program resolved about 30% of our caseload through negotiated dispositions. She said, if it wasn't for these two (2) attorneys, our caseloads would be even higher. County Attorney Conway stressed that they play a very important role in the office. County Attorney Conway asked why Commissioner Coyle would penalize these two (2) attorneys for being dedicated and loyal employees to Rockingham County. Commissioner Coyle said he is not penalizing them for their years of service to the County and gave reminder of the 2-3% increases that have been given yearly.

Commissioner St. James gave recognition to Rockingham County at being behind on the salary study. His is looking at how it will affect the budget this year, with a pending wage study for the proposed union. He proposed to taking out B.N. and suggested \$15, and to add from Human Resources two employees L.F. and J.H. and then he would agree to an overall 8% increase.

County Attorney Conway said it is going to be rough/catastrophic when we open up and her department will still be at 2% decrease in the budget.

Commissioner Coyle noted the County Attorney's revenue is up because they do not have towns to prosecute. He then questioned the adding of two employees from Human Resources to this list and said he would not support the addition of these two employees. He said there was no advance notice given of the request.

Register of Deeds Stacey said it is unacceptable to note other people are not fighting for their employees.

Commissioner St. James noted no further comments.

**Moved:** Commissioner St. James moved to approve 8% wage adjustment for the staff on the attached listing, to include two (2) employees from Human Resources (L.F. and J.H.) at a 8 %percentage to be determined by the Board of Commissioners, effective May 10, 2020, employees shall retain their current annual evaluation date, and to change B.N. to \$15./hour, as recommended by the Director of Human Resources. Commissioner Tombarello seconded and stated he remains an advocate for the 10%. He is concerned for the CA's department and hopes we do not lose them. He does not want to see the AG's office compare us with Hillsborough and hopes that if the 8% goes, we will not lose anyone. He said all the departments deserve the same. Commissioner Coyle is concerned with adding two (2) additional employees form HR with no advance notice, and feels in this economy giving more is irresponsible. He is against adding two more employees to the list. Director Kivikoski responded she did not ask the two (2) HR people to be brought in the mix and gave note of the three (3) rounds she had to go through this past year to get a \$1 increase for them and based on the comparisons they would have gone up a grade. She expressed appreciation to Commissioner St. James for bringing this forward. Commissioner St. James acknowledged Director Kivikoski's request and would be fine to have this request brought back later. He amends his motion to remove L.F. and J.H from the list. Commissioner Tombarello seconded. Commissioner St. James noted no further discussion and called for a vote. Commissioner Coyle voted no; Commissioner Tombarello voted yes, Commissioner St. James voted yes.

County Attorney Conway apologized, as she did not intend to imply other departments did not support their employees.

Long Term Care Services – Steven Woods, Director/Administrator

- Leave With/Without Pay – Leave of Absence Request

**Moved:** Commissioner Coyle moved to approve Leave Without and With Pay – Leave of Absence Request of an employee Long Term Care Services (B.H.), as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner St. James seconded. Insurance through May 25 per Director Kivikoski. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Adult Medical Day Care (AMDC) Grant Request; Senior Class Adult Day & Home Health Services

Commissioner St. James reminded everyone of the \$5,000 the County just paid to this agency approved on April 1, for them to see fit. Director Woods agreed they are requesting out of the boundaries established. Commissioner Coyle noted we decided to review this again and the plan was to give the agencies more in May. Director Nickerson noted there remains \$6,130 balance from what was budgeted for Vintage Grace. Commissioner Coyle requested an update on the balances each agency. Director Woods will work on the updated balances and bring later. He will respond to Senior Class Adult Day & Home Health Services and give guidance on where they spent the \$5,000.

- MOU for Clinical Preceptorship Maryville University of St. Louis Nursing Graduate Program

**Moved:** Commissioner Coyle moved to approve Memorandum of Understanding (MOU) for Clinical Preceptorship Maryville University of St. Louis Nursing Graduate Program, to establish a Clinical Educational Program for student/s to receive clinical hours with our Nurse Practitioner, Donna Roe, and authorize the Chair to sign all necessary documents, to include risk and legal recommendations, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. Commissioner St. James called for a vote: Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### V. New Business / Old Business

**Moved:** Commissioner Coyle moved to unseal April 15, 2020 Nonpublic Minutes and April 29, 2020 Nonpublic Minutes. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Director Nickerson noted his department remains busy with the budgets. He gave updates on the grants that are currently being made available due to COVID-19. He said some will be front loaded as with the First Responders and because the requirement is, they have to be dealing directly with the public to qualify. He gave definition to front-loaded and said they will have to submit applications weekly to NHES. On FAQ4, once you receive the money you will then pay out in the next pay cycle. He spoke on additional grants such as CARES Act of which he has secured for the County. He noted we have to be a qualified healthcare provider and believes there is a backlog in applications. He gave reminder of the subcommittee meeting to be held Friday, May 8 at 9:30am. Director Nickerson gave notice of a line item transfer in the nursing staff line, Munis payroll a transfer from the software line to the services contract line.

Register of Deeds Stacey once again, reported on situations with the State and repairs done in the Deeds offices. She said a ball valve in the heating and air conditioning system has blown, making the recording area so cold the staff had to wear coats. She had workers, hired by the State in her locked office without permission and they left a mess. She said the State workers moved terminals, leaving them in walkways and expected her maintenance people whom she contracts to clean up and move everything back. Register of Deeds Stacey made the request for the plexi glass to be put in place and asked Commissioner Tombarello to forward the vendor information to her. She applied for PPE, which is pretty much only masks and has not heard back. Her staff deals with the public and she is looking for the changes to be made in preparation. Commissioner St. James referred her to Superintendent Church for masks. Register of Deeds Stacey concluded by noting her revenues are up 16% so far this year.

Director Woods noted the screening process for staff has stepped up. He said the Healthpro conversion went well and that it was seamless. He gave notice the Girl Scouts would be dropping off cookies and cards, and that Exeter High School will put up signs to thank the staff and will bring meals for the mothers for mother's day. He asked if anyone has baby monitors he could borrow for the temporary unit, it will help us better supervise. Register of Deeds Stacey responded she had two and would drop them by.

Director Kivikoski reported COE has added additional time to their contract for services in the OC health office. She gave recognition to Donna, Tiffany and Meghan for helping. She said Martha from COE would cover from 9-3 for the next 5 weekends. Director Kivikoski gave notice Attorney Cahill was ready to negotiate and that she

will work with Tom on the scheduling of negotiations. She is working on union negotiation sessions for the nursing home and is gathering information for the end of the week. She said the implementation for NeoGov is Friday.

Superintendent Church confirmed the inmate count at the jail was at 110 and they remain COVID free. He noted MAT is being hooked up while he is working that process with the DEA.

*Commissioner St. James called for the Sheriff's office several times and no one responded.*

Director Gates noted her department remains COVID free also. She said they are experiencing some equipment issues that go along with spring, nothing catastrophic and that someone will be in next week to address this. She reported they have started up the spray irrigation site. She was told they have lost the motor on the Sheriff's vehicle that was not traded and she has not heard back from the Sheriff's office.

Major Bashaw said the Sheriff's Office continues to be busy and they have seen an increase in dispatch calls. They help resolve a suicidal situation yesterday. Commissioner Coyle asked for a year over year calls to dispatch. Major Bashaw said there is a 5.7% increase. Commissioner Coyle asked for over the past few months. Major Bashaw will bring the report later.

Peter Janelle was here to listen in to see if there were additional places the IDN can help. He is scheduling a meeting with the NH housing authority and will reach out to Commissioner Coyle

Representative Chirichiello while referring to his packets for the May 8 Executive Committee meeting, noted a letter of intent from Derry Housing and Rockingham County authority and did a deeper dive. His understanding is the County is looking into transitional housing and is concerned the Commissioner's did not reach out to the Town of Derry and he is not happy with that. His concern is it is in between elderly and a school.

Commissioner St. James said over the past four (4) years transitional housing for Rockingham County has historically been identified as a problem, a topic of many meetings here. He noted this property came up rather quickly and we are looking to present to the Executive Committee at the May 8 meeting. Commissioner Coyle said we have been talking about transitional housing for quite some time and that some of the bond proceeds for the new building were going to be used for transitional housing. He explained the process to Representative Chirichiello of how they must first answer to the Delegation on such a proposal, before anyone else. He went on to say, the Commissioners conducted a NH RSA 91-A:3, II(d) nonpublic meeting on this matter and that those minutes, though brief have been unsealed.

Representative Chirichiello explained this intent to purchase the property to the Derry Town Council last night and stated seven (7) members are against this because of the location. He said is not a proper place, near a school. He said there might be an investigation on how this came up. The Derry Housing Authority was given this for \$1 and the public was not notified. He said he is a real estate agent and said this is to go into purchase this Friday and questions how this was handled.

Representative Chirichiello then noted he is on the subcommittee for the County Attorneys' office and that he is happy that two Commissioners voted yes on the increase in salaries.

Representative O'Connor was here to observe. He said under NH RSA 674:54 governmental land uses you must follow on this purchase or you would be subject to legal.

*There were no further comments.*

## **VI. Commissioners Non-Public Session**

Commissioner St. James declared a non-meeting with counsel at 10:31am.

## **VII. PUBLIC HEARING NH RSA 24:13C - 11:00 AM**

**Present for the public hearing were the same as those appearing at the meeting at 8:00am. Additional persons present by telephone or video at 11:00am were:**

Tony Piemonte, Representative; Dan Davis, Representative; Patricia Lovejoy, Representative; Charlotte Dilorenzo, Representative; Dennis Action, Representative; Lisa Bunker, Representative; Ken Wyler,

Representative; Andrew Purgiel, Deputy Finance Director City of Portsmouth, and five (5) other callers not identified. Josie P was unable to connect.

**Moved:** Commissioner Coyle moved to go into Public Hearing pursuant to NH RSA 24:13C at 11:00am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Rockingham County Board of Commissioners Proposed FY 2021 Budget (RSA: 24:13-C)

Commissioner St. James noted the work the Commissioners and the Departments have put into this proposed budget of which reflects a reduction to FY2020. He said COVID-19 brings uncertainty for FY2021. Commissioner Tombarello noted at this time we should propose to move forward with the funding of the design of the new building only. He said he would not support the \$47M project and that that bond would be too big. He gave reminder the building began as a desperate need to give the County Attorney's Office and Deeds space along with space needed for Department of Corrections and has since escalated to a building too large with additional space to the Sheriff's Department. He said we spend over \$200,000 per year on rental space in the Brentwood Courthouse. He would and has always supported this building but he would only support reducing the size and the amount closer to \$30M.

Commissioner St. James asked for public comment regarding the Commissioner's proposed FY2021 budget.

Andrew Purgiel ask how many staff have been cut from this budget. Commissioner St. James responded there have been five (5) full time and five (5) part-time positions eliminated within this budget.

Representative Chirichiello again stated, the Town of Derry was not notified of the intent to purchase the building on Peabody Road in Derry and that it is located near two (2) schools and seven (7) counselors are against this proposal.

Commissioner St. James stated no further comments

**Moved:** Commissioner Coyle moved to go out of Public Hearing pursuant to NH RSA 24:13C. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner Coyle moved to approve Rockingham County Board of Commissioners Proposed FY 2021 Budget pursuant to NH RSA 24:13C, in amount of \$85,805,550. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

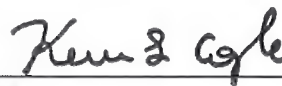
## VIII. Adjourn

**Moved:** Commissioner Coyle moved to adjourn at 11:23am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_

Kevin Coyle, Clerk-Rockingham County Commissioners



MAY 20 2020



5/13/2020 BOC Meeting Minutes  
approved on 5/20/2020

# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
May 13, 2020 at 8:30am

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk - T  
Stephen Church, Corrections Superintendent-T  
Cathy Stacey, Register of Deeds-V  
Steven Woods, Long Term Care Services Director-T  
Brenda Santos, Senior Executive Assistant-V  
Gary Fornari, Gallagher & Co. -V  
Brian Carlson, Gallagher & Co.-T

Jude Gates, Director of Facilities, Planning & IT-V  
Patricia Conway, County Attorney-V  
Robin Bernier, IT Manager-V  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director-V  
Tiffany McCarty, Director of Nursing-T  
Christopher Bashaw, Major Sheriff's Office-T  
Chet Pook-Gallagher & Co.T

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:32am...

*As Chair of the Rockingham County Commissioners, I find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).*

## II. RFP Openings/Awards

- Open: (1) HP Large Format Plotter Printer (Engineering and Maintenance Services/IT Department)  
Opened proposals from Toshiba Business Solutions, GCI-Connections, Grimco, Mvation, Ryan Business Systems, Cannon Solutions, Makepeace, and JTF Business Solutions,

**Moved:** Commissioner Tombarello to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and return with recommendation for (1) HP Large Format Plotter Printer. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Award: Refractory Repairs to Biomass Boiler #2 (Engineering and Maintenance Services)

**Moved:** Commissioner Tombarello moved to award Biomass Boiler #2 Refractory Repairs proposal to INFAB Refractories, Inc., in amount of \$21,575, as recommended by the Director of Facilities, Planning and IT. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

## III. Consent Agenda

1. Payroll (Finance)  
To approve payroll in amount of \$1,087,466.13 for payroll ending May 9, 2020.
2. Census Report – April 2020 (Long Term Care Services)  
For informational purposes.

**Moved:** Commissioner Tombarello moved to approve Consent Agenda noting the May 6, 2020 minutes are removed from the consent agenda to give additional time to review. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

### **Reports**

#### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

#### Finance Office – Charles Nickerson, Director

- Walk-In: GOFERR Coronavirus Relief Fund Grant Agreement

**Moved:** Commissioner Tombarello moved to approve the GOFERR Coronavirus Relief Fund Grant, amount not to exceed \$1,800,000.00, and authorize the Chair to sign all necessary documents. Commissioner Coyle seconded. Director Nickerson noted this was from the CARES Act Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### **Human Resources – Alison Kivikoski, Director**

- MotivateMe Program

**Moved:** Commissioner Tombarello moved to approve the 7/01/2020 to 6/30/2021 MotivateMe Program as outlined below, and authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services and the Human Resources Director. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- 2020 Renewal Workbook – Rockingham County - Gallagher Benefit Services, Inc.
- Stop Loss Renewal – Gallagher Benefit Consultant

Prior to the meeting, Director Kivikoski forwarded paperwork prepared by Gallagher Benefit Services, Inc; a Power Point - Rockingham County Board of Commissioners Meeting Renewal Planning Meeting May 13, 2020 and a 2020 Renewal Workbook Rockingham County. Gary Fornari of Gallagher Benefit Services gave presentation on benefits renewal data. He gave an overview of 2020 Budget Summary –Roll up of Benefit Cost; Claim Performance and Renewal Projections to include: Medical, Stop Loss Analysis, Dental and Projections; 2020 Renewal Planning and Options; and Open Enrollment Planning. He suggested an increase. Director Nickerson said the health fund would absorb the health increases. Commissioner Tombarello noted we budget but do not necessarily spend it. Commissioner St. James expressed his concern over Stop Loss, which prompted Director Nickerson to give assurance the budget could handle this. Gary Fornari went over Medical Projections and noted Optum at 19.9% and that Cigna was not competitive and therefore declined to give quotes, leaving Optum's final quote at 16%. He said claims were trending a little higher over the last 6 months and they will see the impact of COVID-19 on future claims. Director Kivikoski noted Stop Loss must be in by Friday to lock in the rates. Brian Carlson of Gallagher said they have extended the due date to the 22<sup>nd</sup>. Commissioner Tombarello asked what cost difference is between 1% and 2%. Gary Fornari noted he would run those figures and follow back. Commissioner Coyle gave concern the higher deductibles were carrying the other plans. Gary Fornari noted he would work on those also. Director Kivikoski recommended to the Board to drop the 10% OPA and give the employees advance notice of this to allow time to make adjustments. Discussion ensued.

Gary then went over the Stop Loss Review. He drew attention to the increase. Director Kivikoski gave highlight to Medical Recommendations from Cigna, specifically Neoplasm. She noted product prevention, the essential drug management saves \$8,000 and she reported the pharmacy costs are driving the costs.

Commissioner St. James welcomed further discussion or questions. There were no further comments.

**Moved:** Commissioner Tombarello moved to approve the Stop Loss Renewal quote for a twelve (12) month period, 07/01/2020 to 06/30/2021, with Optum as the Carrier, as recommended by Gallagher Benefit

Consultants and the Director of Human Resources. (Individual pooling point of \$150,000, no laser, and a 24/12 claims contract basis for 07/01/2020 to 06/20/2021. No Aggregating Specific Deductible. Rate difference as compared to the previous plan year 07/01/2019 to 06/30/2020 Optum contract is 16%; a difference of \$64,679.) Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner Tombarello moved to increase premiums by 5% for the OAP 10% plan. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Director Kivikoski spoke on the dental plan. Commissioner Coyle believed there should be no increase in the low plan and about 2% increase in the high plan to help level out. Gary Fornari noted there would be about at \$12K increase. Commissioner Tombarello was comfortable with 2% and Commissioner St. James noted he would agree.

**Moved:** Commissioner St. James moved to increase the premiums by 2% on the Delta Dental High plan. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Gary Fornari noted he would check back with Director Nickerson on the new rates, and then left the meeting.

#### Sheriff's Office – Charles Massahos, High Sheriff

- Surplus Equipment Request Pursuant to NH RSA 28:8-a

**Moved:** Commissioner Tombarello moved to approve Surplus Equipment Request pursuant to NH RSA 28:8-a, 2004 Chevy Impala VIN ending #9824 valued of \$3,000, bid process to follow for sale/disposal of items accordingly by Engineering and Maintenance Services and Sheriff's Office, as recommended by the High Sheriff. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### **New Business / Old Business**

County Attorney Conway gave notice of an employee that recently had a family member pass away and had to travel to RI. She asked if the travel restrictions were still in effect. Director Kivikoski said the March memorandum remains and the fourteen (14) days stands (quarantine) in place at this time.

Director Gates reported the subcommittee meeting went well and was attended well. Her department is working on replacing the primary hot water heater for the steam leak and that she will coordinate with Director Woods on that.

Superintendent reported all was good and noted the Corrections subcommittee meeting would be on Monday.

Major Bashaw noted the Sheriff's remain busy and said communities have reach out to them for assistance.

Director Woods presented the Adult Medical Day Care (AMDC) breakdown of services provided for area adult day services for the month of April. He gave notice he would bring forward one more contract for agency staffing. He wishes to end the staffing contracts with Dedicated Nursing Associates, Inc. (DNA, Medwin Healthcare Staffing, and TLC Nursing Associates, LLC. The Commissioners gave notice of the contracts he will end. Director Woods noted he would proceed with the ending of the contracts.

Director Woods said the State is permitting the training of staff such as those that work in activities to be certified after eight (8) hours of training, and noted the Governor gave approval because of COVID 19. Once certified, they will be permitted to help residents with assistance in feeding, toileting and of this nature.

Director of Nursing McCarty was contacted by the State and they are bringing in 100 anterior nasal swabs to test the residents and will move forward with the staff as well. She said we will receive the tests today and will have a currier within 48 hours to have the test processed. The test result will be within 30 hours.



Commissioner St. James spoke on the Adult Medical Day Care grants. He suggested giving \$3,000 to each of the agencies for now. Commissioner Tombarello gave reminder of the \$5,000 in the first A/P run in April and the \$2500 last week to Easterseals. Director Nickerson noted there remains another \$6,000 in the Vintage Grace amount. Commissioner Coyle agreed to \$3,000 each.

**Moved:** Commissioner Tombarello moved to grant allowance of \$3,000 to Silverthorne Adult Medical Day Center in Salem, Senior Class Adult Day in Hampstead, Seaside Elderly Day Center in Hampton and Easterseals in Manchester. Commissioner St. James seconded. Director Nickerson asked if the amounts should be drawn from the Vintage Grace balance. Commissioner St. James said the amounts are to be taken from their own accounts. Director Woods noted he had circled back with Senior Class and reported they used \$1,500 of the \$5,000 sent to them to take care of their situation. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Director Nickerson reported his department remains busy dealing with avenues to receive funding from the Federal Government on reimbursements of COVID expenses. He asked the departments if they do not have project codes for COVID expenses, to reach out to him so he can submit for reimbursements. He gave office supplies as an example.

Director Nickerson asked for a round of applause to the County's Accounting Manager Jessie Tonry, and announced the arrival of her baby girl.

Director Kivikoski gave notice the benchmarking memos and the job descriptions will be going over today to disburse and to have conversations with the employees. She noted there was an employee that asked to have the deductible waived on a medical procedure that was moved to after June due to COVID. She relayed the message from Gary Fornari from Gallagher that he would not be in favor of approaching Cigna as it could pose a discrimination issue. Commissioner St. James was not in agreement with the carry over. Commissioner Coyle agreed we should not extend and noted we did extend over eighteen (18) months already.

Director Kivikoski asked for a non-public relating to personnel.

Commissioner Tombarello noted he will meet today for the Non-County Specials Subcommittee Meetings and said they will be at 15 minute intervals. He anticipated a long afternoon.

Major Bashaw noted he has a candidate, pending background check, in the office replacement of Martha Breen.

Director Nickerson noted Katherin Mann would assist in covering for Finance the non-county specials.

#### IV. Public Comment

#### V. Commissioners Non-Public Session

Commissioner St. James declared a non-meeting at 9:31am.

*Commissioner Coyle left the meeting at 10:17am.*

**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 10:45 am. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner Tombarello moved to go out of non-public session at 10:59am. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### VI. Adjourn

**Moved:** Commissioner Tombarello moved to adjourn at 10:59am. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:  
Received by: \_\_\_\_\_

*Kevin & Coyle*

MAY 20 2020

Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
May 20, 2020 at 8:30am.

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair-V  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent-T  
Cathy Stacey, Register of Deeds-V  
Steven Woods, Long Term Care Services Director-T

Jude Gates, Director of Facilities, Planning & IT-V  
Chuck Massahos, High Sheriff-T  
Patricia Conway, County Attorney-V  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director-V  
Brenda Santos, Sr. Executive Assistant - V

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:37am.

*As Chair of the Rockingham County Commissioners, I find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).*

## II. RFP Openings/Awards

- Open: Waste Room Clean Out (Engineering and Maintenance Services)  
Opened proposals from NEDT, US Ecology

**Moved:** Commissioner Coyle moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and to return with recommendation for Waste Room Clean Out. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

## III. Consent Agenda

1. Minutes: May 6, 2020 (Commissioners Office)  
To approve May 6, 2020 meeting minutes.
2. Minutes: May 13, 2020 (Commissioners Office)  
To approve May 13, 2020 meeting minutes.
3. Warrants (Finance)  
To approve Departmental Warrants T200808, T200809, T200858, T200869, T200870, T200884, T200885, T200886, T200887, T200912, T200913, T200914, T200930, T200931, T200960, T200962, T200976, T200977 totaling \$514,394.44; Departmental Warrants Entered by Finance T200992, T200993, T200995 totaling \$26,423.07; AP Wire Payments T200994 totaling \$1,641,886.00; Payroll Warrants 5/7/2020, 5/11/2020, 5/14/2020, 5/14/2020, 5/14/2020, 5/18/2020 totaling \$7,974.82; General Ledger Warrants GL20645, GL20653, GL20660 totaling \$2,626.23; AutoPayments-Full amount previously approved by BOC T200009 totaling \$1,455.00; Grand Total \$2,194,759.56.
4. Legal Invoices (General Government)  
For informational purposes.
5. Population Report (Department of Corrections)

For informational purposes.

**Moved:** Commissioner Coyle moved to approve consent agenda. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### IV. Reports

##### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle reported the inmate count at the jail was at 107. He said he received reports from Human Resources and they continue to be busy.

Commissioner Tombarello attended the subcommittee meetings on County Attorney, Engineering and Maintenance, IT, Non County Specials and Register of Deeds and reported they went well. He was disappointed with the money put in for the IDN by the Delegation and noted the IDN was sitting on \$11,000,000 and have no current projects to spend this money on. Commissioner St. James stated he shared this information of funding of the IDN to Nicholas Toumpas of IDN6. He suggested the Board to speak to the Delegation on this decision.

Commissioner St. James was present for the General Government Subcommittee meeting and the committee wished to leave the \$600,000 in the budget for potential transitional housing. He said we cannot spend it as it is in building and land. He noted the Delegation must approve this type of transaction.

- Appointment of Deputy County Treasurer Pursuant to NH RSA 29:15 –Discussion

Commissioner St. James noted by state statute we must appoint a Deputy County Treasurer by June 1, and said Robert Troy currently holds this appointment. Brenda Santos will contact Scott Priestly and Robert Troy on the re-appointment.

##### Human Resources – Alison Kivikoski, Director

- Health Savings Account, Retiree Health, and Buy-Out Motions

**Moved:** Commissioner Coyle moved to approve the 7/01/2020 to 6/30/2021 benefits as noted on the Commissioners Agenda and to authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services and the Human Resources Director, specifically:

- To Approve County funding of employee Health Savings accounts as \$3,500 Two-Person/Family and \$1,750 Individual. These amounts will be prorated for employees enrolling or changing plan tiers with effective dates after July 1, 2021.
- To Approve AmWins continue as the Product Administrator for the United American Plan F and Rx plans offered to Medicare-Eligible retirees at an approximate 3% increase. These plans are 100% retiree paid.
- To Approve the 7/1/2020 to 6/30/2021 Retiree Premium rate for the Cigna Medicare Supplement plan continue with no increase. This plan is 100% retiree paid.
- To Approve \$1,500 for the employee Health Buy-Out option for the fiscal period 7/1/2020 to 6/30/2021. The full-time monthly rate of \$125 will be pro-rated for part time employees. The same eligibility policy and procedures practiced for the 7/1/2019 to 6/30/2020 plan year will be applied for the 7/1/2020 – 6/30/2021 fiscal period.

- Additionally, to affirm that the medical and dental eligibility and deduction policy and procedure continue so that employees are eligible for and pay for both health and dental on the same date.

Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Walk-In: Exception Request Pursuant to Personnel Policies and Procedures 8-1 (Registry of Deeds)

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 8-1 for employees of the Registry of Deeds department (PS, MH, NT, MR, LL), to allow these voluntary furloughed employees to continue accruals (ET, Holiday) while on furlough, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Director Kivikoski noted she would need approval from the Board to keep the accruals moving. Register of Deeds Stacey noted they were out for 30 days and said it is up to the Board if they want the accruals to continue. Commissioner Tombarello would agree if there were a time limit. Commissioner St. James asked for this to be moved to next week. Director Nickerson noted they would not get the accruals by default. Commissioner Coyle moved to remove motion to approve and moved to table to next week. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Commissioner St. James asked for the revisions to the Personnel Policies and Procedures manual be added to the agenda for next week.

#### Long Term Care Services – Steven Woods, Director/Administrator

- Staffing Agreement – Fusion Medical Staffing LLC

**Moved:** Commissioner Coyle moved to approve staffing Agreement and rate sheet from Fusion Medical Staffing, effective June 1, 2020 with an initial term of one (1) year and automatically renew for successive one (1) year terms thereafter unless sooner terminated, and authorize the Chair to sign, pending risk and legal reviews, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- LWOP – Leave of Absence Request

**Moved:** Commissioner Coyle moved to approve Leave Without Pay – Leave of Absence request for an employee of Long Term Care Services (S.D.), as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- LWOP – Leave of Absences Request

**Moved:** Commissioner Coyle moved to approve Leave of Absence request for an employee of Long Term Care Services (B.H.), as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### **New Business / Old Business**

- Discussion – Rockingham County Municipal Complex (Engineering and Maintenance Services)

Director Gates asked for a discussion in nonpublic to discuss her role in Municipal Complex project.

Register of Deeds Stacey is working with Fidar and the process issues remain slow. She is trying to get the electronic packages to her department and funded the same day recorded. Her department has been on top of Fidar and have had to push the funding manually. Commissioner St. James asked if this was an anomaly and asked what Fidar's role was. She said, Fidar had to have a specialist come in and explained, the special servers that catch the electronic filings are failing. Fidar did not have servers to support the amount of filings that came in with such a quick time frame and her staff have to keep on top to keep the process flowing.

High Sheriff Massahos noted all was good in his department.

Superintendent Church noted the inmate count at the jail is holding around 107. He reported his department remains COVID free. He was please on how it was going and said they have been extremely vigilant on the protocols.

Commissioner St. James spoke about the email from a girlfriend of an inmate and asked if we were addressing the issue. Superintendent Church noted this person has been in contact with his department for three months. When ask if the inmate could be transferred out, Superintendent Church reported, they are not doing transfers at this time. Discussion ensued. County Attorney Conway explained the inmate has had four bail hearings and recently the Judge denied PR bail. Superintendent Church said, because of public safety, any recommendations for a release is not prudent for public safety. Commissioner Coyle noted we would send a letter to the girlfriend.

County Attorney Conway asked with moving forward and things opening up and the staff returning to the office, could she have the employees tested before coming back to work. Commissioner St. James noted under the insurance they can be tested on their own. Director Kivikoski said we have not gone to a mandated order. Therefore, she is not recommended we go to a mandatory testing. She said if you have a question, you could refer them to OC health. She said if they make a choice to go to another state they have to follow the self-quarantine rule, and hold to the 14 days per the Board. Discussion ensued. County Attorney Conway will work with Director Kivikoski on process and guidelines for her department. She will refer employees with questions to Human Resources. Director Kivikoski gave reminder of the strict guidelines of 14 days of quarantine the Governor has set.

Director Gates noted the Fernald roof tops are being replaced this morning. Her staff member that was out has been screened and was cleared with Director Woods and is back to work and catching up. She had a glass company in at the Registry of Deeds yesterday to give an estimate on a continuous barrier. Sarah Lineberry of the State, gave approval of the permanent barrier that would be installed. Director Gates is working with Director Nickerson on year-end numbers.

Director Nickerson gave updates on GOFERR and FEMA. He gave an example if FEMA does only 25% we can file with GOFERR for the match. He reminded everyone of the upcoming holiday as being payroll Monday. He asked if those that work on payroll to have everything done by Sunday for Monday. He continues to work with the Subcommittee meetings. He is looking to do a year-end meeting on Zoom, as we come to the fiscal year end. He noted the auditors would be here in early August.

Director Kivikoski noted the stabilization for Long Term Care have been submitted to unemployment security. She received confirmation of receipt and payment would be in three (3) weeks. She will submit another next week and said, we are on our way to being reimbursed. Director Kivikoski noted Brenda Santos sent an e-mail from Primex on private coverage. We do have the Red Cross coming in and she asked do we have to go to extra insurance on the use of the auditorium. The Board said to keep as is. Director Kivikoski spoke of the newsletter that is coming out and that it will have information about open enrollment. She encourages all departments to distribute this letter to their staff. The open enrollment information is on the County website and there will be a voice over available there soon after Gallagher is finished working on it. She asked for a nonpublic with Director Nickerson present to go over union preparations for tomorrow.

Director Woods has hired two (2) LPN's, one (1) RN and one (1) universal employee. He said infectious control is keeping information on the blog, and reported they have had 4,000 hits so far. He is working with Director Kivikoski and Nursing Director McCarty on the temporary position and that it is not a standalone. He said we can do the eight (8) hours of training and the union will be notified. He noted this would provide help to the staffing if we were to get COVID. Commissioner St. James noted the testing has been done on Nursing Home residents and we are waiting on the results. He then gave compliments to infectious control.

Commissioner St. James called for a recess at 9:20am.  
Resume meeting at 9:30am.

- Discussion – Rockingham County Municipal Complex (Engineering and Maintenance Services)

Director Gates said she is looking to see if we can set up a workshop to speak on the different elements of this. She feels this report Warrenstreet has prepared needs to be reviewed and asked if this is something we should do before he gives a power point to the Delegation. Commissioner St. James said we would invite Jonathan from Warrenstreet and all the pertinent department heads to individually go through these plans, at the June 2 meeting. Commissioner Coyle said we should get the presentation ready before it goes to the Delegation. Commissioner Coyle stated this will be a Commissioners meeting and the public could listen in only. Commissioner Tombarello noted he would be fine with letting Representative O'Connor know of this meeting to give opportunity for him to listen in.

- Property Listing of 30 Crooked Cartway North, West Barnstable MA

Director Woods noted the agreement with Sotheby's International Realty has been signed to proceed with the selling of this property.

**V. Public Comment**

**VI. Commissioners Non-Public Session**

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 9:58 am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

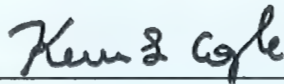
**Moved:** Commissioner St. James moved to go out of non-public session at 10:39am. Commissioner Coyle seconded. Commissioner Tombarello lost phone connection at this time. Commissioner St. James called for a vote. Commissioner Coyle voted yes; and Commissioner St. James voted yes.

**VII. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 10:39am. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_



Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, May 27, 2020 at 3:30pm

### Present: (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair

Commissioner Coyle, Clerk

Robin Bernier, IT Manager-V

Stephen Church, Corrections Superintendent-V

Cathy Stacey, Register of Deeds-V

Steven Woods, Long Term Care Services Director-T

Brenda Santos, Sr. Executive Assistant

Jude Gates, Director of Facilities, Planning & IT-V

Chuck Massahos, High Sheriff-T

Alison Kivikoski, Human Resources Director-V

Charles Nickerson, Finance Director

Scott Priestley, Treasurer-T

Patricia Conway, County Attorney-V

### I. Steven Woods, Long Term Care Services Director Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 3:40pm.

Commissioner St. James noted the following: *As Chair of the Rockingham County Commissioners, I find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).*

### II. RFP Openings/Awards

- Award: Aruba Access Points (Engineering and Maintenance Services - IT)

**Moved:** Commission Coyle moved to award Aruba Access Points proposal to Connection in an amount not to exceed \$10,683.00 as recommended by the Director of Facilities Planning and IT and Manager of IT. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes, and Commissioner St. James voted yes.

- Award: Documentation Preservation (Engineering and Maintenance Services - IT)

**Moved:** Commissioner Coyle moved to award Documentation Preservation proposal to Kofile in an amount not to exceed \$22,767.00, noting Rockingham County was awarded \$10,000.00 through the Moose Plate Grant for this phase of the project, as recommended by the Director of Facilities Planning and IT and Manager of IT. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes, and Commissioner St. James voted yes.

- Award: HP Large Format Printer (Engineering and Maintenance Services – IT)

**Moved:** Commissioner Coyle moved to award HP Large Format Printer proposal to Grimco Inc. in amount not to exceed \$5,998.00, as recommended by the Director of Facilities Planning and IT and Manager of IT. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes, and Commissioner St. James voted yes.

- Award: Waste Room Clean Out (Engineering and Maintenance Services)

**Moved:** Commissioner Coyle moved to award Waste Room Cleanout proposal to New England Disposal Technologies, Inc., in amount not to exceed \$8,193.51, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes, and Commissioner St. James voted yes.

### III. Consent Agenda

1. Minutes: May 20, 2020 (Commissioners Office)  
To approve May 20, 2020 meeting minutes.
2. Payroll (Finance)  
To approve payroll in amount of \$1,104,973.34 for payroll period ending May 23, 2020.
3. Legal Invoice (General Government)  
For informational purposes.
4. News Article – Carriage Town 5/14/2020 – RCRNC Successful Food Drive  
For informational purposes.

**Moved:** Commissioner Coyle moved to approve consent agenda as written. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes, and Commissioner St. James voted yes.

### IV. Reports

#### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle noted the inmate count at the jail was at 107. His report from Human Resources is that they remain busy and have begun open enrollment this week.

Commissioner St. James thanked the payroll department in Finance for the holiday week. In speaking with Director Woods, he relayed every resident that was tested for COVID came back negative. He noted the States Infectious Control came in to view this County's operations. Commissioner St. James asked for a round of applause for the teamwork with the Division Directors and the Elected Officials and thanked them for all they have done during the COVID situation.

#### Human Resources – Alison Kivikoski, Director

- Exception Request Pursuant to Personnel Policies and Procedures 8-1  
Commissioner St. James noted this Exception Request is tabled to next week.
- Revised Hiring Grid-Assistant County Attorney and Lead County Attorney positions  
Commissioner St. James noted the Revised Hiring Grid is tabled to next week.
- Personnel Policies and Procedures Manual – Revisions

**Moved:** Commissioner Coyle moved to forward the revisions to the Rockingham County Personnel Policies and Procedures Manual to legal for review and recommendations, as recommended by the Director of Human Resources. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes, and Commissioner St. James voted yes.

#### Long Term Care Services – Steven Woods, Director/Administrator

- Leave Without Pay – Leave of Absence Request (Activities)

Director Kivikoski noted this leave would go to June 30<sup>th</sup> as she is doing 30-day increments.

**Moved:** Commissioner Coyle moved to approve Leave Without Pay – Leave of Absence Request for an employee of Long Term Care Services (I.P.), to June 30<sup>th</sup>, as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes, and Commissioner St. James voted yes.

- Leave Without Pay – Leave of Absence Request (Nursing)



Director Kivikoski noted the same for this request as the one prior.

**Moved:** Commissioner Coyle moved to approve Leave Without Pay – Leave of Absence Request for an employee of Long Term Care Services (S.D.), as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes, and Commissioner St. James voted yes.

- Leave Without Pay – Leave of Absence Request (Environmental Services)

**Moved:** Commissioner Coyle moved to approve Leave Without Pay – Leave of Absence Request for an employee of Long Term Care Services (B.F.), as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes, and Commissioner St. James voted yes.

- Leave Without Pay – Leave of Absence Request (Nursing)

Director Kivikoski noted this request was a result an employee being out on family medical leave since February, and we are in the interactive process of the ADA (final stage). A letter will be sent. She is asking until June 12, 2020

**Moved:** Commissioner Coyle to approve Leave Without Pay – Leave of Absence Request for an employee of Long Term Care Services (K.H.) as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes, and Commissioner St. James voted yes.

#### Sheriff's Office – Charles Massahos, High Sheriff

- Coronavirus Supplement Funding Grant – Disclosure of Lobbying Activities Pursuant to 31 USC 1352

**Moved:** Commissioner Coyle moved to approve Coronavirus Supplement Funding Grant- disclosure of Lobbying Activities pursuant to 31 U.S.C. 1352, noting the application has already been accepted and approved, as recommended by the High Sheriff.

#### Treasurer – Scott Priestley, Treasurer

- Appointment of Deputy Treasurer Pursuant to NH RSA 29:15

**Moved:** Commissioner Coyle moved to approve the appointment of Robert J. Troy as Deputy Treasurer for the term of one (1) year, beginning June 1, 2020 pursuant to NH RSA 29:15, as recommended by the Treasurer. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes, and Commissioner St. James voted yes.

### **V. New Business / Old Business**

Manager Bernier thanked the Board for granting the awards presented before them today from her department. She then gave assurance that the issues with emails and passwords people were experiencing this week have been resolved

County Attorney Conway expressed her thanks to the Board for the thermometer and to Director Woods for forwarding the questions, both of which have put her department at a good starting point for when people begin to return to the office. She said the court has begun appointing attorneys even before the financials have been completed which help with moving things along, and they are scheduling arraignments. She met with the court on grand jury and they are speaking on moving to the upstairs to the jury deliberation room because of social distancing. She spoke of a State committee that has been put together with AOC and noted Tom Velardi sits on this for the County Attorney's. She reported they are talking about getting back in with doing grand jury's as soon as possible. They are considering doing a pilot project with grand jury trials up at Coos.

Director Kivikoski noted we are in the middle of open enrollment. She said the videos by Rainshark are set up on our different plan designs and have been made available on the County website for employees to

view. Her department is trying to answer questions and assist employees as much as they can. She has the Motivate Me paperwork ready that was approved on May 13 and will need the Chair to sign.

Register of Deeds Stacey reported her department remains extremely busy. She wished to thank Director Woods for the thermometer. She has created the spreadsheets so we will keep to protocols on checking in staff as they return to the office. She said Director Gates has been over on the counter top glass partition gave notice of a bid waiver that will be presented next week to get them installed. Register of Deeds Stacey spoke of the NHAC officers meeting to be held Friday, May 29 at 9:00 and asked if Commissioner Tombarello would be present. Commissioner St. James noted the Executive Committee meeting is also on that Friday at 9:30am. In speaking with Kate Horgan, Director Nickerson relayed her message that the NHAC meeting would be quick. Register of Deeds Stacey expressed concern of a letter from NHAC (Chuck Weed and Wendy Piper) regarding Rockingham County not being in good standing with NHAC that was dated March 26, 2020 and sent to Commissioners Coyle and St. James and copied to Commissioner Tombarello, Director Woods, Superintendent Church, herself and Director Kivikoski. She indicated this letter was never received by the Commissioners or the parties who were copied. Superintendent Church said based on the bi laws they have no authority to vote or act on anything against Rockingham County. Register of Deeds Stacey agreed and referred to Section 4. Superintendent Church noted outside of the bylaws, it is mute. Director Woods, Director Kivikoski and Superintendent Church confirmed they did not receive the letter. Commissioner Coyle asked what the content of the letter was. Register of Deeds Stacey pointed out the letter indicates if Rockingham does not pay the NHAC dues in full, failure to do so will result in Rockingham County no longer in good standing. This would affect membership, appointment of NHAC officers, chairmanships and appointments and participation in Corrections Academy to be revoked, and Academy. She then forwarded the letter. All agreed they never received the letter. Director Nickerson gave recognition to the Dupont Group and NHAC and said they have helped with the COVID19 information, which has resulted in Rockingham getting more money. Commissioner Coyle believes it is fair in paying a tenth of the total of the NHAC dues.

Director Gates noted the Bid Waiver for the petitions in Deeds has been sent over for next week's agenda. She said lead time on materials is running about six weeks as everyone is trying to get petitions up because of COVID. She said the work on the three roof top air conditioners servicing the resident's rooms in Fernald is complete. It took about 5 hours to complete the steam leak yesterday and while it was down, they made the most and completed a few other projects, like replacing valves. In speaking with the engineer at GZA, there is a new person assigned to our PFAS drill yard investigation and they will probably have a letter sent to Rockingham in a few weeks. She received a letter from a DES person which indicated the state has negotiated lab rates on the PFAS and there is a discount on the testing. She asked her to follow up with the governmental rates and applying it to the County.

High Sheriff Massahos noted they have been doing a lot of patrols on the highways and the neighborhoods and major roads. He said they activated their warrant entity yesterday for an incident in Newton.

Director Woods noted the resident testing went well and was successful. He said the National Guard dropped off more boxes two more times this week of desperately needed gowns and gloves and if we add the masks and shields from last week we are in good shape for PPE.

Director Woods gave notice of a staff member on D2 that is retiring after 16.5 years and because of the money this person will be getting back, he is asking for the final check to be split by five checks to help in taxes.

**Moved:** Commissioner Coyle moved to split a retirees final check into five separate payments, as recommended by the Director of Long Term Care Servicers. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes, and Commissioner St. James voted yes.

Superintendent Church reported all is good and they remain COVID free. He is looking ahead and may open the yards to do some work and keep the quarantine status. He will discuss with Director Gates on the slight protocol changes to help with outside work. He will coordinate with Glendale on how meals will be worked out. Commissioner St. James gave recognition to Scott and Jim and the work the staff have done up till now without the help of inmates. Superintendent Church noted Honeywell was in working on the alarm in the MAT area and reported Tom did a fine job. He said they will be getting the DEA licensing soon. He gave notice to when they do open, he was looking to transition the STAR program from a 28 day residential treatment program to a 90 day residential treatment program. He explained, before COVID they

were scheduled to meet on this. Though he does not know when they will be officially opening back up on that, he will speak with County Attorney Conway on this.

Commissioner Coyle in speaking to the Sheriff's Department drew attention to the salary subcommittee meeting that was held last Friday and reported he had heard there were negative comments about him not liking an individual and accusations were made of which he feels were inappropriate for this type of hearing. He said we hired a Sheriff and he should be doing his job and should not be subbing out. High Sheriff Massahos in his defense said he is doing his job and stated he did not say anything bad about any other Commissioners or did he disrespect them. Commissioner St. James noted he was told that all the Commissioners were trashed by the Sheriff's department. High Sheriff Massahos stated he did say there was a personal vendetta against his Chief Deputy. He noted we have been working together as a team and need to continue to do so. In response to High Sheriff Massahos's statement indicating he did say there was a personal vendetta, Commissioner Coyle confirmed that he had no personal vendetta against anyone in the Sheriff's Office. High Sheriff Massahos said he would be happy to sit down and discuss this in a nonpublic meeting.

*Treasurer Priestley joined the meeting at 4:32pm.*

Director Nickerson gave notice there will be two line item transfers next week; one for finance from software line to service contract line because Kronos cost a bit more than anticipated, we had to have another quarter Munis HR/Payroll before we stop having that module for 2021. He has put in the requests for GOFERR reimbursement requests. He is working on the Telehealth Grant and the FEMA reimbursement. He said the Executive Committee meeting is Friday by zoom. Director Nickerson noted the proposed budgets were delivered to the 20 members of the Executive Committee by the Sheriff's today and thanked them. He will be holding a year end zoom workshop meeting for next Thursday. Katherin Mann will be sending out the packets and expressed, for those of you that handle these items you are recommended to attend this zoom meeting.

Commissioner St. James gave notice to Treasure Priestly that they approved the appointment of Robert Troy as Deputy Treasurer. Treasurer Priestly gave a thank you to the Commissioners for the re-approval of Robert Troy.

Commissioner St. James noted nonpublic sessions were requested by Superintendent Church, Director Kivikoski and Director Woods.

**VI. Public Comment**

**VII. Commissioners Non-Public Session**

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 4:36pm. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes, and Commissioner St. James voted yes.

**Moved:** Commissioner Coyle moved to go out of non-public session at 5:05pm. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes, and Commissioner St. James voted yes.

o Payroll Change Notice (Long Term Care Services - Nursing)

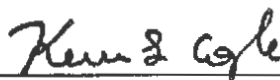
**Moved:** Commissioner Coyle moved to approve Payroll Change Notice for an employee of Long Term Care Services (T.C.), effective date May 29, 2020, as recommended by the Director of Human Resources. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes, and Commissioner St. James voted yes.

**VIII. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 5:05pm. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes, and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_



Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Tuesday, June 2, 2020 at 8:30am

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent  
Cathy Stacey, Register of Deeds-V  
Steven Woods, Long Term Care Services Director-T  
Jonathan Halle, Warrenstreet-V  
Jacqueline Cali-Pitts, Representative-V

Jude Gates, Director of Facilities, Planning & IT-V  
Chuck Massahos, High Sheriff-T  
John O'Connor, Representative-V  
Charles Nickerson, Finance Director-T  
Alison Kivikoski, Human Resources Director-V  
Patricia Conway, County Attorney-V  
Christopher Bashaw, Major- Sheriff's Office-T  
Joe Premo-V

## I. Call to Order / Pledge of Allegiance

Call the meeting to order at 8:37am.

*As Chair of the Rockingham County Commissioners, I find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org)*

## II. RFP Openings/Awards

- Award: Gas Convection Steamer (Long Term Care Services)

**Moved:** Commissioner Coyle moved to award Gas Convection Steamer (one time purchase) proposal to Pueblo Hotel Supply of Pueblo, Colorado in the amount of \$16,032.59, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

## III. Consent Agenda

1. Minutes: May 27 2020 (Commissioners Office)  
To approve May 27, 2020 meeting minutes.
2. Warrants (Finance)  
To approve Departmental Warrants T200810, T200859, T200915, T200916, T200938, T200939, T200941, T200942, T200943, T200944, T200945, T200964, T200965, T200967, T200978, T200979, T200980 totaling \$728,462.08; Departmental Warrants Entered by Finance T200998, T200999, T201000, T201001, T201002, T201003, T201004, T201005, T201032 totaling \$17,655.76; Payroll Warrants 5/21/2020, 5/25/2020, 5/28/2020, 5/28/2020 totaling \$6,221.17; General Ledger Warrants GL20692 totaling \$97.50; Autopayments-full amount previously approved by BOC T200000, T200001, T200002, T200003, T200003, T200004, T200005, T200006, T200008, T200009 T200010, T200011 totaling \$201,176.45; BOC previously authorized payments T200852 totaling \$105,011.79; Grand Total \$1,058,624.75

**Moved:** Commissioner Coyle moved to approve Consent Agenda. Commissioner Tombarello seconded. Commissioner St. James noted the spelling corrections. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### IV. Reports

##### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle noted the inmate count at the jail was at 107. His reported on Human Resources and said they were moving along on the hiring process and were busy in open enrollments.

Commissioner St. James gave reminder of the union negotiations this afternoon for the Nursing Home.

##### Corrections – Stephen Church, Superintendent

- Surplus Equipment Request Pursuant to NH RSA 28:8-a – 2008 Ford Crown Victoria

**Moved:** Commissioner Tombarello moved to approve Surplus Equipment Request Pursuant to NH RSA 28:8-a, to declare a 2008 Ford Crown Victoria, VIN #... ending 0820 as surplus, estimated value greater than \$300 to be sold through competitive bidding to the highest bidder, process to be followed accordingly by Engineering and Maintenance Services. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

##### Engineering & Maintenance Services – Jude Gates, Director

- Bid Waiver Pursuant to NH RSA 28:8-f – XI Systems

**Moved:** Commissioner Coyle moved to approve Bid Waiver Request Pursuant to NH RSA 28:8-f in amount of \$6,210.00 to XI Systems for a two year software/equipment agreement with XI Systems supporting the TruNas storage devices located in the County Complex, Sheriff's Department and County Attorney, noting XI is a sole source vendor, as recommended by the Director of Facilities, Planning and IT and IT Manager. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Bid Waiver Pursuant to NH RSA 28:8-f – Glass Pro

**Moved:** Commissioner Coyle moved to approve Bid Waiver Request Pursuant to NH RSA 28:8-f in amount of \$8,600.00 to Glass Pro, for the construction of counter top glass partition to be installed in the Registry of Deeds, to prevent potential exposure to Registry Offices/employees from members of the public; specifically, to prevent the spread of COVID-19, as recommended by the Director of Facilities, Planning and IT. Director Gates noted it is expected that this expense will likely be reimbursed and will be pursued by the Finance Director. Commissioner Tombarello seconded. Director Gates said they are six weeks out on materials. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

##### Finance Office – Charles Nickerson, Director

- Line Item Transfer – from Software to Service Contract

**Moved:** Commissioner Tombarello moved to approve Line Item Transfer amount of \$8,000 from 11200000-53701 Software to 11200000-53600 Service Contract, as expenses for Kronos and Ricoh were higher than anticipated, and the county needed to keep the Munis HR/Payroll module for one extra quarter in order to properly archive all of the HR/Payroll data (as the County migrated to Kronos for payroll processing effective for payments 1/01/2020 onward). Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

##### Human Resources – Alison Kivikoski, Director

- Exception Request Pursuant to Personnel Policies and Procedures 8-1 (Registry of Deeds)

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 8-1 for employees of the Registry of Deeds department (PS, MH, NT, MR, LL), to allow these voluntary furloughed employees to continue accruals (ET, Holiday) while on furlough, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner Coyle noted he could not support this. Commissioner St. James also noted he could not give his support. Commissioner St. James called for a vote. Commissioner Coyle voted no; Commissioner Tombarello voted no; and Commissioner St. James voted no. Request is denied.

- Exception Request Pursuant to Personnel Policies and Procedures 6-4 (Sheriff's Office)

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 6-4, to pay \$75 biweekly stipend to an employee of the Sheriff's Office (K.M.), this employee is temporarily covering duties for the vacant Assistant Office Administrator of the Sheriff's Office, the time period for the stipend is beginning June 1, 2020; approximate end date July 4, 2020 or two weeks after position is filled to allow for training and support, as recommended by the High Sheriff and Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes. High Sheriff Massahos thanked the Board for their approval of this exception request.

- Proposed Revised Hiring Grid – County Attorney's Office

**Moved:** Commissioner Coyle moved to approve an 8% adjustment to the Hiring Grid for the Assistant County Attorney and Lead County Attorney positions, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted no; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### Long Term Care Services – Steven Woods, Director/Administrator

- MAS Medical Staffing 2020 Travel Rate Increase, Effective June 2, 2020

**Moved:** Commissioner Coyle moved to approve and authorize the Chair to sign MAS Medical Staffing 2020 Travel Rate Increase, outlined in the 2020 Travel Rate Sheet effective June 2, 2020, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Line Item Transfer From Capital Fund, Nursing FICA, & Nursing Retirement to Nursing Staff

**Moved:** Commissioner Coyle moved to transfer 11700000-59034 LTC Capital Projects Transfer (\$320,000.00), 11701000-53600 Dietary Service Contracts (\$38,000.00), 11703000-52100 Nursing Employer FICA (90,000.00), 11702000-52103 Nursing Retirement (\$127,000.00); total amount of \$575,000.00 to 11702000-51002 Nursing Staff, as recommended by the Director of Long Term Care Services and Reviewed by the Director of Finance. **Commissioner Tombarello seconded.** Commissioner Coyle asked the director to go over this. Director Woods explained, we do not have the nursing staff and have to use agencies to supplement, and as Commissioner Coyle noted, agencies are expensive. Discussion ensued. Director Nickerson said his analysis showed we were trending toward 3.4 Million. Commissioner St. James called for a vote. Commissioner Coyle voted no. Commissioner St. James asked Commissioner Coyle why he was voting no. Commissioner Coyle noted it has not been explained to us why we are transferring one-half million dollars to agencies without having sufficient data and that this should have been brought to us before this. Commissioner Tombarello noted these people do not work for Rockingham and questioned why we are paying this amount of money for people that do not work for us. Commissioner Coyle stated it is June 2 and why are we transferring this late in the game, and he expressed his concern with taking from the capital fund. Director Nickerson said in working on the general ledger piece in Kronos, we knew back in November that there would be a need for the significant transfer. He said with the numbers coming in finite, as they were coming in we have a better estimate of what kind of transfer is needed. He said this would complete what we need. He noted every time we have an A/P run we have been having about 150 to 250 thousand each week for agencies. Director Kivikoski gave background on how Director Woods, Director of Nursing McCarty, Director Nickerson and she have been meeting regularly

about the staffing and have been going over the agencies and saw some were going over what we would pay. She explained they have dropped some agencies after Director of Nursing McCarty recalibrated what we needed in filling positions to care for the residents. Commissioner St. James said, in listening to Commissioner Coyle, he would ask Director Woods and Director Nickerson to prepare a comprehensive report to give explanation to the Delegation. Commissioner Tombarello said, with medical staffing at \$22/hour, we have to try to figure out how to get people in here and not be spending three million dollars on agencies. Commissioner Tombarello asked for this to be tabled for more information and to view the actual transfer. **Commissioner Coyle moved to table.** Commissioner Tombarello seconded. Commissioner St. James called for a vote to table. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Walk-In: Exception Request Pursuant to Personnel Policies and Procedures 6-3

Director Kivikoski noted we have been working with CareerSparks and have filtered through candidates and after meeting with this person who is highly educated and brings a level of clinical expertise Tiffany is looking for, Tiffany gives her approval. She can provide educational opportunities and mentorship and could show skill sets and expanding on those skill sets, to bring in more comprehensive clients. Director Woods said he was in on the interview team and she appears to show interest and would be a good addition to this team and unit.

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 6-3, to hire and employee of Long Term Care Services (J.P.) at an hourly rate of \$38.75 (\$80,600 annually), the rate is above the midpoint for Grade N12, as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner Tombarello seconded. Commissioner Tombarello is not a fan of going over the mid and stated .38 below the max is not good. Commissioner St. James said this is a position we have been looking for a long time. He said with Career Sparks, we looked at three different applicants and in speaking on the need of leadership positions, Director of Nursing McCarty said she herself is being contacted by recruiters. He feels our hiring grid should be looked at and mentioned how Director Woods took a hard look at the market. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Engineering & Maintenance Services – Jude Gates, Director (cont.)

- Warrenstreet Recommendations for Space Needs Allocations –Jonathan Halle

Director Gates said Jonathan Halle has been working with us for a long time and this workshop was originally slated for a week in March. With the Nursing Home having to shut down due to COVID this did not go forward until now. This report is a result of several meetings between Jonathan Halle, herself and the four affected departments. It represents everyone’s highest needs or in other words..best wish list. She said is important for the Commissioners to look at this department-by-department and to give us guidance on where we should be going toward design. Commissioner St. James said, when we first looked at this project last year Warrenstreet did a quick assessment and if you look at this report, the space needs have quadrupled. He would like to see how he came up with this design.

Jonathan Halle stated in this last phase of study he was asked to reconcile the programing and put together a three dimensional representational drawing and spoke to a need for a 100-year building, including being green and responsive to the environment. Jonathan Halle presented a power point presentation “Recommendations for Space Needs Allocations”. The presentation was made available in advance to the Commissioners, Director Gates, the O/DDs of the four involved departments, and the Executive Committee. He explained how the office of Warrenstreet Architects has worked with the Director of Facilities for the County, and with the four primary departments within the Rockingham County Administration that would be co-located with the proposed new Complex. He noted how COVID has yet to play itself out and he wants to understand there is a culture of people working from home and could the numbers come down. He went over each department as listed below on the current space usage and projected space needs and made comparisons to the projected square footage and explained what the factors were that resulted in an increase in space, some were due to staffing increases and technology, where others where a change in leadership and what they personally felt were needed.

<b>Department</b>	<b>Current Space Usage</b>	<b>Projected Space Needs</b>
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o County Attorney	6,174 sf	18,067 sf
o Registry of Deeds	10,324 sf	18,338 sf
o Sheriff	7,967 sf	27,646 sf
o Community Corrections	NA	21,870 sf
o Department of Corrections	NA	7,109 sf
<b>Totals</b>	<b>24,465 sf</b>	<b>85,029 sf</b>

As Jonathan went through the pages of the presentation, he also gave examples of how current spaces could be renovated and turned into needed spaces. Such as the Sheriff's space could be turned over to DOC for administration space. Commissioner St. James stated we should be looking at sharing elements space such as one sally port, reduce the number of bathrooms, or a gym all departments could use. Jonathan believes in going green and spoke briefly on the vision of solar and that is could be built at a different location such as the ground. Jonathan stated he could not agree more with Commissioner St. James on not going with LEED Certification (Leadership in Energy and Environmental Design. He said it is a lengthy and involved.

Commissioner St. James said the Sheriff and Department of Corrections could share one sally port to secure persons taken into custody. Commissioner Coyle asked the County Attorney and the Sheriff's department how many personnel they have working in their offices. County Attorney Conway said her office has 41 employees working in her office. Major Bashaw said, with people coming in and out of the Sheriff's Office, they could have up to 30 persons in the office at one time. Commissioner Coyle noted, the space of 18,000 sf was proposed for the County Attorney's office of 41 employees and gave comparison of 27,000 sf of proposed spaced for the Sheriff's office of 20 employees working on a daily basis. He said, in relationship the Sheriff is considerably asking for a bigger space than it needs to be. He stated 27,000 sf space is a huge amount of space needed on a daily basis that would have 20 people working in it. Major Bashaw stated the previous administrator did not take into account the strategic and CALEA requirements. He noted Chief Deputy Brackett has attended a weeklong training with the FBI on facility planning and has expertise on IACP and CALEA standards, and suggested we refer further discussion with him. Commissioner Coyle said, having been in a CALEA facility, it is the same as saying we need lead certification, it is a waste, and having worked in the police force for 20 plus years this is a large space for the needs of this County. Commissioner St. James noted, we have holding cell availability across the street at the jail, and why would we need one here. Major Bashaw stated if we have to interview and hold out for questioning, to transfer would not make sense. Commissioner St. James asked if there were to be a holding cell built for the Sheriff's Department would it have to be PRIA certified. Superintendent Church said it does not to, but because of the added liability, Primex requires that you follow the requirements

Jonathan Hall noted bond rates are at an all-time low.

A decision was made there will be a workshop on space allocation with the affected departments, Director Gates and Jonathan Halle on June 24, 2020 beginning 12:00 noon. Jonathan Halle will appear in person and Director Gates will appear remotely. The schedule for the workshop is as follows:

12:00 noon	County Attorney
1:00 pm	Registry of Deeds
2:00 pm	Sheriff's Office
3.00 pm	Department of Corrections

*High Sheriff Massahos left the meeting and Major Bashaw remained on for the Sheriff's department.*

#### V. **New Business / Old Business**

County Attorney Conway inquired about the hiring freeze, noted she is down three positions (giving up one for the budget), and gave notice of one attorney that will be leaving for active duty. With things opening up, she asked the Board what their position would be and requested to interview the same candidate she made them aware of right before COVID, who is planning to be in the area the end of next week. She noted this attorney is relocating to NH and would be a huge asset to her team. Commissioner Coyle noted he had no objection with the understanding that this person would be working and work in the office. Discussion ensued. County Attorney Conway explained that her staff is divided into two teams, each team alternating working from home and working from the office. She is trying to make sure if COVID should become present with one of her employees, and isolation is recommended, both teams will not be affected and that



there will be coverage at all times. She explained it defeats the purpose of separating the team if this new attorney were to work on both teams. An agreement to her request was made by all the Commissioners with the understanding this attorney must be working and would work with one team.

Director Kivikoski reported that 174 employees have completed their open enrollment as of last night. She will send a notice to the Officials and Division Directors and on those that have not enrolled for coverage or signed off if they have elected to not take the insurance, as everyone has to do one or the other. Gallagher notified her the IRS has made a change guidance to the FSA and there is an opportunity to extend the grace period for claims to December 31, which will allow the usage of any unused funds allocated to the December 31, and they still can roll over \$500 after that. She recommended to the Board this is the direction she would proceed to go with and would like to get their permission to go on line today and approve. Commissioner St. James asked if this could wait until next week for approval. Director Kivikoski responded, because we are in open enrollment now and people may not want to not elect the whole funding for the next year, if they have not used for example \$1,000 this year. It does not give people enough time to make the change where open enrollment ends June 10.

**Moved:** Commissioner Coyle moved to extend the grace period for claims to December 31, 2020 to allow employees to use any unused FSA amounts for the 2019-2020 plan year. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Director Kivikoski noted they are allowing mid-year changes and we could choose to cancel the pre-existing or newly electing. She is not recommending going forward with this. This would have to be tracked, and there is a potential people could over use their accounts and the funding not be available. She could see liability in the maintaining of these records and is recommending we do not go forward as the tracking would have to be done by Finance and Human Resources trying to maintain different qualifying events and people jumping on mid-year. She would want to keep the qualifying event the way we currently have in the plan design.

Director Kivikoski asked the Board to give permission to her to go on line to complete the forms with the Federal Government.

**Moved:** Commissioner St. James moved to give permission to the Director Human Resources to go on line to the Federal Government with the changes to benefits. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Commissioner Tombarello asked if there was anything to report on the dental plan with the dentist being closed. Director Kivikoski said, we are self-insured we will received an administrative fee for about \$2,000.

Director Kivikoski requested a non-meeting and a nonpublic.

Director Gates noted all was well with her departments.

Director Nickerson continues to collate and put things together for the FEMA and GOFERR request. He noted the LTC stabilization monies came in by check from the State of NH yesterday. He will work on a special run for a Thursday check run. Director Kivikoski will handle the communications to the 200 employees that will be affected. He received word of another change from the Governors Executive Order, the additional LTC stabilization guidance, that contracted employees such as Glendale and Primetime Health are indeed now covered, beginning May 17, for the stipends. He is putting together the documents for the authorized contact people for the vendors to sign off on, and for the individuals that would qualify. Commissioner St. James pointed out; we do not pay the Glendale workers and outpatient therapy, and asked do we get a fee for doing the administrative work. Director Nickerson said it is purely a one for one pass through, and explained, if they submit and authorize and certify that a certain number of employees do qualifying on-site service, on the floor and residents rooms, when we receive the monies from NH Employment Security, we pay our employees and administer one check to the vendors. He said we do not received a fee.

Commissioner Tombarello in speaking with Direct Woods relayed the news that Glendale is giving every one of their employees a \$5/hour raise through July 1.

Director Nickerson gave notice he had the 2020 MS-46 paperwork from the NH Department of Revenue regarding the proposed budget and estimate of revenue for FY2021, for the Commissioner to sign.

Major Bashaw noted they have a lot of civil events and have been helping the communities with that. Superintendent Church reported they remain COVID free.

Director Woods noted the test results came back negative on another resident that was tested for COVID. He said this week they will be focusing on having staffing tested with a goal to have as many tested. With the He State calling a Surveillance Program in place, he said the will look at having 10% of the residents tested every ten days or so and the same with staff. He said the testing is not mandatory. Commissioner St. James asked what the plan was on testing the staff. Director Woods explained, spoke to the State and will have Convenient MD come in to catch as many of the staff at the different shifts as they come in, and noted Lauren was working on this.

Register of Deeds Stacey questioned what County Attorney was talking about earlier, and noted they are sharing space and is concerned about her people because she is six weeks out to getting the glass. She had over 500 documents recorded yesterday and gave compliments to her department for doing a great job and getting everything out to the public with a skeleton crew.

#### VI. Public Comment

Commissioner St. James asked if there were any public comments. There were no public comments to report.

Commissioner St. James reverted to the Line Item Transfer from Long Term Care Services. He noted he is in favor of this and been informed throughout the year, and would ask Director Nickerson and Director Woods to prepare a full explanation to the Executive Committee on the situation we are in. Director Woods stated they are working on this every day and are trying to manage through not having to use agency staff during a challenging time. He said, since April 14 they have hired three RN's, three LNA's and one LPN.

**Moved:** Commissioner Coyle moved to transfer 11700000-59034 LTC Capital Projects Transfer (\$320,000.00), 11701000-53600 Dietary Service Contracts (\$38,000.00), 11703000-52100 Nursing Employer FICA (90,000.00), 11702000-52103 Nursing Retirement (\$127,000.00); total amount of \$575,000.00 to 11702000-51002 Nursing Staff, as recommended by the Director of Long Term Care Services and Reviewed by the Director of Finance. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted no; Commissioner Tombarello voted yes; and Commissioner St. James voted yes. Line Item Transfer is approved.

#### VII. Commissioners Non-Public Session

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 10:33am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

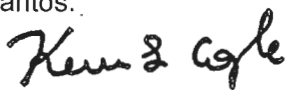
**Moved:** Commissioner St. James moved to go out of non-public session at 10:52. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

*At 10:51am Commissioner St. James called for a non-meeting.*

#### VIII. Adjourn

**Moved:** Commissioner Coyle moved to adjourn at 11:15am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:



JUN 10 2020

Received by: \_\_\_\_\_

Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, June 10, 2020 at 8:30am

### Present: (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent  
Cathy Stacey, Register of Deeds-V  
Steven Woods, Long Term Care Services Director  
Tiffany McCarty, Director of Nursing

Jude Gates, Director of Facilities, Planning & IT-V  
Chuck Massahos, High Sheriff-V  
Robin Bernier, IT Manager-V  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director-V  
Patricia Conway, County Attorney-V  
Brenda Santos, Senior Executive Assistant

### I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:38am.

*As Chair of the Rockingham County Commissioners, I find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org)*

Commissioner St. James took a moment to recognize the death of George Floyd and asked us to reflect on this. He asked for a round of applause to give thanks to Rockingham County Sheriff's and Department of Corrections for what they do and the respect they give to everyone.

### II. RFP Openings/Awards

- Award: RFP Pharmacy Services 10/01/2020 to 09/30/2023 (Long Term Care Services)

**Moved:** Commissioner Coyle moved to award RFP Pharmacy Services, term 10/02/2020 to 09/30/2023 to Partners Pharmacy ("PC") not to exceed \$350,000 annually, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. Commissioner Coyle asked the Directors why they made this choice. Director of Nursing McCarty listed her many reasons for choosing Partners Pharmacy with a few of them as follows: the technology, web portal app, extensive interface, delivery schedule was conducive to what we need and with no additional cost, education, in service training and monthly webinars, IV in house training (3 classes at no cost) to give IV insertion certifications, a huge cost savings. She added, they have a nurse liaison and medication passes. Director Woods noted their references were incredible. Director McCarty went on to say PC interface is at real time with the pharmacy, they have an extensive double coding, a lot of safety checks, and they have a passport system that no one in NH has and it will be at a discounted price. Director Woods said they were competitive, not the cheapest but they offer a lot more. Commissioner St. James ask if there would be a transitional period. Director Woods noted it would be about two (2) months and would verify the end dates on the current contract. Commissioner Tombarello said, if you bring forward an issue we have to change, he would be in favor of modifying the contract. Commissioner St. James called for further comments. There were no further comments. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

### III. Consent Agenda

1. Minutes: June 2, 2020 (Commissioners Office)  
To approve June 2, 2020 meeting minutes.
2. Payroll (Finance)  
To approve payroll in amount of \$1,099,567.10 for period ending June 9, 2020.
3. Rockingham County Nursing Department Agency Staffing Analysis (Finance)  
For informational purposes.

**Moved:** Commissioner Coyle moved to approve consent agenda as written. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### IV. Reports

##### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle reported the inmate count at the jail was almost under 100. He noted Human Resources was going well and they have received resumes for the candidates in the Superintendent position. He gave recognition to upcoming retirement of Superintendent Church.

Commissioner Tombarello gave notice County Attorney Conway would be late in attendance to today's meeting as she is working on a negligent homicide case today. He then gave a few of the many updates he received from Director Gates such as: the Biomass #1 boiler and Cleaver Brooks (oil) were both inspected Tuesday and both passed; the water usage is still going up at 3-Ponds after a slight slowdown and that an invoice would be going out to them for hook-up fees; and they are waiting to hear from NHDES on the PFAS inspection. Commissioner Tombarello gave compliments to Register of Deeds Stacey and the wonderful job she is doing with her department. Commissioner St. James gave notice to all the work she has done, and continues to do at NHAC as well.

Commissioner St. James expressed compliments to everyone at the County for the wonderful work they are doing. He noted the Nursing Home remains COVID free and they have been accommodating to family visits. He said the care the residents are given here in Rockingham is incredible.

- June 24, 2020 Board of Commissioners Meeting – Discussion

**Moved:** Commissioner Coyle moved to approve to change the June 24, 2020 Board of Commissioners meeting time to 8:00am and will keep it a light meeting, a result of the June 24th Executive Committee meeting time changing to 8:30am and the County Convention Hearing time changing to 9:30am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

After a brief discussion, Commissioner St. James confirmed the Board of Commissioners Space Allocation meeting/workshop would be July 8, 2020 at 10:30am. Brenda Santos will send out notice.

##### Engineering & Maintenance Services – Jude Gates, Director

- Surplus Equipment Request Pursuant to NH RSA 28:8-A (2001 Ford E350 & 2004 Ford 250)

**Moved:** Commissioner Coyle moved to approve Surplus Equipment Request Pursuant to NH RSA 28:8-a, to declare 2001 Ford E350, VIN # ending 0379 and s surplus, and a 2004 Ford 250 VIN# ending 1129, both estimated value greater than \$300 to be sold through competitive bidding to the highest bidder, process to be followed accordingly by Engineering and Maintenance Services. Director Gates noted these would go out in addition to the Sheriff's vehicles in an ad for sealed bids. She will send a copy of the ad to Brenda Santos. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

##### Finance Office – Charles Nickerson, Director

- NH Department of Revenue Administration 2020 MS-46

Director Nickerson noted this is for the Commissioner's FY 2021 proposed budget.

**Moved:** Commissioner Coyle moved to approve the NH Department of Revenue Administration 2020 MS-46 Proposed Budget and Estimate of Revenue for Rockingham County for the period beginning July 1, 2020 and ending June 30, 2021, and sign the necessary document, as recommended by the Director of Finance. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- FY2020 ProShare-Potential

Rockingham County	ProShare2 Payment	Total ProShare CPE
ProShare2 with Added Inflation	\$7,354,385	\$13,086,095
ProShare2 with Market Basket	\$6,860,774	\$12,207,783

Director Nickerson noted we would not have the finalized amount until late in June. Discussion ensued.

Human Resources – Alison Kivikoski, Director

- Employee Assistance Program Client Agreement

**Moved:** Commissioner Coyle moved to approve the Employee Assistance Program Client Agreement between Directions Behavioral Health LLC and Rockingham County, effective July 1, 2020 and authorize the Chair to sign, as recommended by the Director of Human Resources. Director Kivikoski noted this is the same company and that it has merged. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Employee Travel Guidance Policy - COVID-19(Replaces 03/20/2020 Board approved policy.)

Director Kivikoski referenced the policy that was instituted on March 20, 2020 and that now with the movement going on with other businesses opening, she is mirroring on what they are going with and following the CDC and State of NH DHHS travel guidelines. She said they are advising we do not travel to Massachusetts as it is now a COVID hotspot, and if you were to travel to Massachusetts, Maine or Vermont you would have to self-quarantine for 14 days. In speaking with County Attorney Conway who has two teams rotating working from home and office, the policy needed to be modified. She gave an example; if they have to work from home, they would have to get approval from their O/DD. County Attorney Conway said, she did not want her employees to feel it is a given if they should travel that they could work from home the 14 days. She said if they have to be in the office they will have to use earned time. Commissioner Coyle asked, if someone has a trip to the Cape such as planned vacation with family, would they have to quarantine for 14 days. Director Kivikoski said yes they would have to quarantine for 14 days because the State DHHS and CDC guidelines are saying not to travel. Commissioner St. James noted the State said this will be in effect until August and that by then, they may allow nursing homes to have visitors. Discussion ensued. County Attorney Conway asked that the policy be as clear as possible and said if there is a difference between day travel and staying overnight that it should be in the policy. Commissioner St. James suggested the policy should distinguish between day-travel. Discussion ensued on the differences. Commissioner St. James said go with the motion and go with 24 hours. Commissioner Coyle said except if you live there. Commissioner St. James said common sense should prevail and we have to protect our residents in the nursing home and inmates at the jail and stated it is a time you cannot come into work if you are sick.

**Moved:** Commissioner Coyle moved to adopt the temporary Travel Guidance Policy during the COVID-19 crisis, effected from 06/10/2020 and remain in place unless and until updated guidance is released by the CDC and the State of NH; this replaces the 03/20/2020 Board approved policy regarding travel, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James noted amendable to add to travel more than 24 hours. Commissioner St. James called for a vote. Commissioner Coyle voted no; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- COVID-19 - Stabilization Discussion

Director Kivikoski noted the Governor issued an order on the COVID-19 Long Term Care Stabilization Program for essential employees of nursing homes. She stated after that order was issued an Executive Order was then issued. She explained how Director Woods, Director Nickerson and she worked on the list of those employees that would be eligible for the program. Director Kivikoski gave a summary on feedback from employees she either met with, received emails or phone calls from that gave challenge to the assessments of the LTCS Program and what positions are identified eligible and or how dollar amounts were determined. She gave details of the following and what was brought forth: 1. Meeting with Laundry, Floor Maintenance & Painter (currently receiving \$150); 2. Phone calls with multiple Receptionists and an in-person meeting with Director of LTC and Director of HR-Receptions Coordinator (determined positions were not eligible for Stabilization Program); 3. Meeting with DON and in person meeting with the Director of LTC and Director of HR-Administrative Assistant (determined individual in this position was not eligible for Stabilization Program); 4. In person meeting with the Director of LTC and Director of HR-Social Workers (currently determined eligible for \$150 Stabilization Program); 5. In person meeting with Director of LTC-Director of Environmental Services (determined individual in this position was not eligible for Stabilization Program); 6. Communicated to Director of Environmental Services –Sewing Aide (determined individual in this position was not eligible for Stabilization Program); 7. Communicated via email to the Director of HR-Assistant MDS Coordinator (determined eligible for \$150 Stabilization Program); 8. Communicated via email to the Director of HR-Office Coordinator (determined eligible for \$150 Stabilization Program); and 9. Communicated via email to the Director of HR-Nursing Supervisor, Assisted Living (determined eligible for \$150 Stabilization Program). She summarized 46 Staff received either \$150 or no monies: 26 staff were determined to be not eligible for the Stabilization Program. Of the 26 staff, 6 from the Receptionist group, Sewing Aid, Nursing Office Administrative Assistant and Director of Environmental Services came forward to inquire as to why they were not considered eligible. There were 20 staff that were determined to be eligible for \$150; employees from the following departments came forward to inquire as to why they did not receive the \$300 amount; Laundry Aides, Floor Maintenance, Painter, Social Services, Office Coordinator, Nursing Supervisor Assisted Living. After Director Woods, Director Nickerson and Director Kivikoski met and revisited the original March 13, 2020 Governors Order as well as all subsequent Frequently Asked Questions (FAQ's) and updated COVID-19 Long Term Care Stabilization Program ("LTCSP") Versions, they evaluated all the information brought before them. They concluded that their original assessments of the LTCS Program and identified eligible positions fall within their understanding of a Front Line/Direct Care worker. Director Nickerson noted we will work to go back to DHHS on staff that do have direct care or are covering for positions that do. Commissioner Coyle explained how the Governor made a choice on the positions such as law enforcement and nursing homes and gave an example of workers not included such as grocery store clerks. He wished the Governor had said everyone at the nursing home, but that is not what the final order was. He explained how we had to make determinations and if we made judgment calls that we need to correct we will, but we cannot change what the Governor did. Director Woods noted it was not possible to give better direction to the staff because the orders from the Governor kept changing. Director Nickerson noted, the initial announcement said everyone in the building and then changed it front line those with direct contact. Director Kivikoski noted this program is for any NH facility that has Medicaid tied to them. Commissioner St. James gave recognition to the employees that expressed their feelings. He said there was a collective group of qualified division directors that evaluated, and with the state making revisions to the program, they made a list. He stated this list was not intended to hurt or make anyone feel less valued. He asked of the directors if the list was accurate to what the State set up as a guideline. Director Woods said those that qualify must be front line staff that has direct contact with the resident and that there were some changes they found after the concerns were brought before them and re-evaluated.

Director Kivikoski gave notice of changes to include the following: Social Workers, Director of Environmental Services, Assisted Living Nursing Supervisor, Housekeeper, and MDS Coordinator. Commissioner Tombarello noted this is not our program. He said, it is the Governor's program and the Governor made changes. He suggested people bring their questions to the Governor. He was disappointed in hearing that people stated the Commissioners did not care, when he knows he and the other Commissioners work hard and have always been caring and respectful to all the employees of Rockingham County. Commissioner Coyle gave notice to the questions and expressed his appreciation to the team of directors and the decisions they had to make. Discussion ensued. Commissioner St. James said there does not have to be a vote and the amendments could be made. He asked if there were any public

comments. Director Nickerson noted top-level directors were eliminated and are not included in this program. There were no further comments.

Long Term Care Services – Steven Woods, Director/Administrator

- Exception Request Pursuant to Personnel Policies and Procedures 9-3

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 9-3 for an employee of Long Term Services (R.B.) to approve the hiring of this person as an LPN at an hourly rate of \$23.18, who is currently employed through a contract with MAS Medical Staffing and has been working with the County since May 28, 2019, as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner Tombarello seconded. Commissioner Coyle asked how much the cost is. Director Woods said the agency cost is \$4,821.44. Director Nickerson noted the funding comes from the nursing staff line. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Exception Request Pursuant to Personnel Policies and Procedures 9-3

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 9-3 for an employee of Long Term Services (E.B.) to approve the hiring of this person as an LNA at an hourly rate of \$13.73 who is currently employed through a contract with MAS Medical Staffing and has been working with the County since December 9, 2019, as recommended by the Director of Long Term Care Services and Director of Human Resources. The agency cost is \$2,855.84. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Walk-In: Private Pay Request

**Moved:** Commissioner Coyle moved to approve the current rate of \$375/day vs. \$435/day, for a resident of Long Term Care Services (R.B.), as requested by the Director of Long Term Care Services. Commissioner Tombarello seconded. Commissioner St. James said we had to be put this person on a unit that costs more. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Registry of Deeds – Cathy Stacey, Register

- Bid Waiver Request Pursuant to NH RSA 28:8-f – Fidlar Technologies

**Moved:** Commissioner Coyle moved to approve Bid Waiver Request pursuant to NH RSA 28:8-f to Fidar Technologies in amount of \$60,000, Fidar holds the current five-year contract for the AVID Lifecycle indexing system, which runs in conjunction with the website application and public research offerings. The contract pricing has remained stable at this price for over ten years. This request is recommended by the Register of Deeds. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Sheriff's Office – Charles Massahos, High Sheriff

- Exception Request Pursuant to Personnel Policies and Procedures 6-4

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 6-4 for an employee of the Sheriff's (K.M.), as recommended by the High Sheriff and Director of Human Resources. Commissioner Tombarello seconded and noted he was sorry to see the loss in Finance but that she will be a great asset to the Sheriff's Office. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**V. New Business / Old Business**

High Sheriff Massahos noted a busy week with the protests around the county and were called to help in Salem on Wednesday, Friday and Sunday. He said they have been in Hampton and Seabrook and will be in Londonderry as well.

Director Gates noted the inmate crew are back working on the outside and gave a thank you to Superintendent Church and his team for pulling this together.

County Attorney Conway noted all was going well. She spoke of the water leak in her large conference room, another issue they have had to deal with at the courthouse and noted the response was quick by the State. She is expecting people back in the office in a few weeks.

Register of Deeds Stacey gave announcement of the new addition (a baby) to Deeds. She gave notice the public will begin to enter the building to record only the week of the 22<sup>nd</sup>. Though hesitant, she is taking her lead from what is happening with the Judicial Branch as they move forward to opening up and Deeds will do the same.

Director Kivikoski said they continue to be busy and sent out emails to the departments as she has over 100 individuals that have not completed the open enrollment. She noted it ends at midnight tonight. She anticipates she will ask the Commissioners next week to re-open to allow those that have not completed this process to do so. Commissioner St. James gave a reminder to the Elected Officials and Division Directors to let their employees know to do this.

Director Woods continues to receive PPE from the State, and gave recognition to Lauren for this. He said the issue is with gloves as they are allowing only 70% of what they have requested. He said the onsite testing for COVID for staff is Tuesday, with Lauren and Megan setting up in the morning from 7am-11am, then the National Guard will be here from 11 until it is done. Director McCarty noted the testing results will be within 24-36 hours and gave reminder you have to sign up ahead of time. Director Woods said for 40 days they will begin by doing testing 10% of staff and 10% of residents. He reported all LPN positions have been filled and the Unit Manager on D2 has been filled as well.

Superintendent Church reported the inmate count at the jail has increased to 103.

Director Nickerson noted the receipt of the First Responders money from the State. He said, as we did with the LTC stipends, we will do four weeks and six days catchup with about 100 people for Thursday effective pay date and it will be a separate check. He explained that it would not be a full \$300/week because of how the State did it and noted the Directors have been informed and should share this with their staff.

Director Nickerson noted the 2019 equalization survey has been published and will distribute.

Commissioner Tombarello once again, expressed his disappointment with the staff making statements the Commissioners did not care. He noted how the Governor has made the decisions they are not happy with and that is who they should be calling.

Commissioner St. James gave notice there would be a few non-public meetings.

## VI. Public Comment

## VII. Commissioners Non-Public Session

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 10:09 am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted.

**Moved:** Commissioner St. James moved to go out of non-public session at 10:37am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted.

- Payroll Change Notice

**Moved:** Commissioner Coyle moved to approve Payroll Change Notice for an employee of Long Term Care Services (T.C.), as recommended by the Director of Human Resources and Director of Long Term Care



Services. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted.

**VIII. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 10:40am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_ *Kevin & Coyle* JUN 16 2020

Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
June 16, 2020 at 8:30am

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent  
Cathy Stacey, Register of Deeds-V  
Patricia Conway, County Attorney-V

Jude Gates, Director of Facilities, Planning & IT-V  
Chuck Massahos, High Sheriff-V  
Steven Woods, Long Term Care Services Director  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Brenda Santos, Senior Executive Assistant

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:35am.

*As Chair of the Rockingham County Commissioners, I find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).*

## II. Consent Agenda

1. Minutes: June 10, 2020 (Commissioners Office)  
To approve June 10, 2020 meeting minutes.
2. Warrants (Finance)  
To approve Departmental Warrants T200860, T200917, T200918, T200948, T200949, T200950, T200969, T200970, T200981, T200982, T201015, T201016 totaling \$502,874.86; Departmental Warrants Entered by Finance T200811, T201037, T201038, T201040, T201041, T201042 totaling \$38,790.86; AP Wire Payments T201039 totaling \$1,641,886.00; Payroll Warrants 6/1/2020, 6/1/2020, 6/4/2020, 6/4/2020, 6/11/2020, 6/11/2020 totaling \$329,369.77; General Ledger Warrants GL20696, GL20701, GL20707 totaling \$318.50; AutoPayments-Full amount previously approved by BOC totaling \$1,455.00; General Ledger Warrants (Continued) GL20719, GL20720, GL20721, GL20722, GL20723, GL20726, GL20727 totaling \$606,603.05; Grand Total \$3,121,298.04.

**Moved:** Commissioner Coyle moved to approve Consent Agenda as written. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

## III. Reports

### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Tombarello reported all was well with the groups he is the liaison to.

Commissioner St. James took part in the union negotiation session yesterday and all went well. He will need non-meeting later today.

Commissioner Tombarello gave notice of union negotiations he will be part of for maintenance.

Open Enrollment Extension recommended by Director of Human Resources. Commissioner Tombarello seconded. Commissioner Tombarello asked if this was the drop dead deadline. Director Kivikoski confirmed June 22, 2020 at 4pm would be the last day to complete this process. Commissioner Tombarello noted he will vote yes this time, but the next time he will say no. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

#### Long Term Care Services – Steven Woods, Director/Administrator

- Leave Without Pay – Leave of Absence Request (Nursing)

**Moved:** Commissioner Coyle moved to approve Leave Without Pay – Leave of Absence Request for an employee of Long Term Care Services (K.H.), as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Exception Request Pursuant to Personnel Policies and Procedures 6-4

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 6-4 for an employee of Long Term Care Services (M.S.), a request to pay a temporary \$175 biweekly stipend while covering the Skilled Rehabilitation Unit Manager vacancy; the request stipend time period is April 5, 2020 through estimated end date of June 20, 2020, as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner Tombarello seconded. Director Woods gave recognition to the wonderful work M.S. has been doing and that the new person will begin on the 22<sup>nd</sup>. Though the new person will start work on the 22<sup>nd</sup>, Director Kivikoski noted the estimated end time on the request is due to the training of this person and there may be an overlap in coverage and cross-training. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Walk-In: Exception Request Pursuant to Personnel Policies and Procedures 6-3

Director Woods noted this position has been difficult to fill and has been open for nine (9) months. He said, this candidate before them has a strong background with years of service in this industry.

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 6-3 for an employee of Long Term Care Services (S.F.), to hire as the Floor Maintenance and Laundry Supervisor for the Department of Environmental Services at an hourly rate of \$24.00 (\$49,920 annually), as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner Tombarello seconded and said, he has always given his support on going over mid-point on many high positions. He does not see this as a high-end position and noted it has been open for nine (9) months and cannot see supporting 54 cents from the max and feels there is no incentive to stay. He pointed out they would be eligible for one more raise. Commissioner St. James said this candidate is aware of this and understands. Commissioner St. James called for a vote. Commissioner Tombarello voted no; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

#### **IV. New Business / Old Business**

Director Gates reported all is well in Engineering and Maintenance. She said they are replacing the retaining wall and the deck over at nutrition that was becoming a safety issue, and noted they are mimicking the retaining wall over at the old admin parking area. She noted, last week Messersmith Manufacturing out of Michigan was finally able to travel and were here to do the federal tune-ups on the Biomass boilers. They did the federal inspection and that report is now on file with the Federal Government. The State had been made aware the report would be late. Lastly, they began to bring in hay this week.

County Attorney Conway gave notice the court is doing more Webex hearings which is helping with the workload. She is grateful to Director Kivikoski and the working with her on questions and guidance on procedure of testing on the staff as they begin to return back to the office. Commissioner St. James noted July 6 as the date the courts will be open again.

High Sheriff Massahos said they remain busy and noted the dangerous incident that took place on June 11 and was pleased to report it ended well and that his Deputies along with six (6) other police organizations did a fine

job. Commissioner St. James gave recognition to Sergeant Pelletier and the dispatchers who did an incredible job on the radio in keeping everyone informed as this played out. High Sheriff Massahos noted this was a unique situation and the whole sheriff's office once the arrest was made, brought the children into the office and they made sure social services was called in. Proudly he said, our agency along with the six (6) other agencies handled this very well.

Register of Deeds Stacey is gearing up to open for the public and reported they are measuring to put signage on the floor. They will limit the amount of workstations to keep with the CDC guidelines. She noted her department remains busing and they are bringing in a lot of revenue.

Director Woods announced COVID testing is currently going on by Megan and Lauren and later this afternoon by the National Guard. He noted the goal is to try in achieving 100% of the staff tested and reported 60 employees were tested yesterday. He said they are starting the testing 10% cycle of residents with sixteen (16) residents scheduled for today. The only change he and his team are reviewing from the State is outside visiting for the residents and families. They will do what they can and will do so cautiously and keep the Board informed. Director Woods then gave a thank you to Commissioner St. James for coordinating a parade. He said they are having a line up with the Fire Department and will drive by the nursing home on Thursday at 1:30pm. It will be a parade with sirens and should be fun for the residents and staff. The route will begin from the jail with the line-up at 1:15pm, then proceed to the front of the building and then the back and then then a loop in the front, and circle back. Everyone should be able to view, with some twice. High Sheriff Massahos noted he will attend also and will asked other agencies to join in.

Director Kivikoski and her department remain busy with Open Enrollment. They will go over through the audit and then send to Finance to give a final review. She said they would re-establish the stabilization submission now that the contracted vendors have submitted information and will have the information ready today for the week ending May 23, and will incorporate the other contractors the following week. She reminded everyone of the blood drive on the 17<sup>th</sup> in the Hilton and said, you must sign up before. Director Kivikoski then gave notice they are working on the applicant-tracking platform and will start integrating from NeoGov into Kronos to have more online timely information on the tracking. This will reduce the paper applications going around.

Superintendent Church reported they have seen a giant increase on mental health issues with some prisoners. He speculates no access to treatment over time due to COVID. He is trying to get services and noted setting up with the State has been difficult. His department is jammed up on booking services. He explained this situation is heightened with extreme mental health prisoners and the violent actions they are witnessing and how they still have to service them. Superintendent Church then gave notice, as of July 1 through the budget process, there will no longer be funding for victim notification, VINE will not pay and we are out of contract. He said the State is funding all other nine (9) counties and the State prison and therefore, should fund Rockingham. He is working with VINE on this. County Attorney Conway asked to be notified if this situation changes.

Director Nickerson explained that, as part of the CARES Act, the FMAP (Federal Medicaid Assistance Percentage) increased from 50% to 56.2%. According to NH RSA 167:18-a, the counties are only responsible for 100% of the non-federal share of assistance for the elderly and disabled. With the increase in the FMAP, there should be a resulting decrease in the 1/12 Cap billing by DHHS to the counties, but that is not happening. He received word from Henry Lipman, DHHS Medicaid Director, who confirmed that the State's stance is that there shall be no decrease to billing to the counties as a result of the FMAP increase. The Finance Director continued, detailing that the impact to the counties as a result of the State's inaction represents a significant sum of money, with the annualized effect being about \$1.3 million for Rockingham County and almost \$3 million for Hillsborough County.

Director Nickerson reported that the June 2020 ProShare amount for Rockingham County will be over \$6.8 million and he will send out a revised report that was received from DHHS. He also stated that this week is Katherin Mann's last week as a member of the Finance Office, as she is going back to the Sheriff's Office to be their Office Administrator. High Sheriff Massahos gave assurance the departments will work together on this transition. Director Kivikoski noted that Jessica Koestler is creating the paperwork for the posting of the position. Director Nickerson noted that Finance is getting ready for year-end and if any departments have write-offs, revenue accruals, expense accruals or any other year-end item to please complete it and submit it to Finance. He noted that he could send out the year-end packets, to assist with deadline reminders. He also mentioned that there was one late encumbrance but, aside from affecting Resolution 10, it has no bearing on

the FY 2021 budget that is being voted by the Delegation on June 24<sup>th</sup>. The Director said that checks for the first five weeks of the First Responder Stipend went out last week to about 100 employees. Another 200 or so checks for the LTCSP stipend will be issued for the week ending 5/16/20 in a miscellaneous run this week.

Commissioner Tombarello shared praises expressed to him from a Sandown resident for the care they received while at Rockingham County Short Term Rehab.

Commissioner Coyle brought notice of a letter addressed to Commissioner Coyle and Commissioner St. James from NHAC dated June 11, 2020. Discussion ensued. The Commissioners will take no action or response to the letter at this time.

Commissioner St. James noted there will be a few non-meetings and a non-public next.

**V. Public Comment**

**VI. Commissioners Non-Public Session**

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 9:51am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner St. James moved to go out of non-public session at 10:06am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

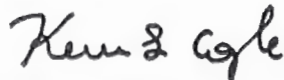
Commissioner St. James declared a non-meeting.

**VII. Adjourn**

**Moved:** Commissioner St. James moved to adjourn at 10:26am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_



Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, June 24, 2020 at 8:00am

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent  
Cathy Stacey, Register of Deeds-V  
Steven Woods, Long Term Care Services Director

Brenda Santos, Senior Executive Assistant  
Jude Gates, Director of Facilities, Planning & IT-V  
Chuck Massahos, High Sheriff-T  
Christopher Bashaw, Major Sheriff's Office  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director-V  
Patricia Conway, County Attorney-V

### I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:02am.

*As Chair of the Rockingham County Commissioners, I find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).*

### II. RFP Openings/Awards

- Open: Trane Chiller – Leak Check and Repair (Engineering and Maintenance Services)  
Opened proposals from ENE Systems and Trane USA, Inc.

**Moved:** Commissioner Coyle moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and to return with recommendation for Trane Chiller-Leak Check and Repair. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes and Commissioner St. James voted yes.

- Award: Legal Services – July 1, 2020 through June 30, 2023 (Commissioners Office)

**Moved:** Commissioner Coyle moved to award the Legal Services proposal to Sheehan Phinney Bass & Green and Ransmeier & Spellman, at the stated rates and fees, for the period of July 1, 2020 through June 30, 2023 and approve engagement's to provide legal services. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes and Commissioner St. James voted yes.

### III. Consent Agenda

1. Minutes: June 16, 2020 (Commissioners Office)  
To approve June 16, 2020 meeting minutes.
2. Payroll (Finance)  
To approve payroll in amount of \$1,213,126.60 for payroll period ending June 20, 2020.
3. Tuition reimbursement – C. R. (Long Term Care Services)  
To approve tuition reimbursement for Long Term Care Services employee (C.R.), amount \$314.10.

**Moved:** Commissioner Coyle moved to approve Consent Agenda as written. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes and Commissioner St. James voted yes.

#### IV. Reports

##### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle reported the inmate count at the jail was at 107 and that the Human Resources department was doing well.

Commissioner St. James adding to information on Department of Corrections gave notice of the plethora of mental health incarcerations. He relayed the Governor has extended the time to July 31 on the stabilization for the front line workers and he has allowed for visitations in the nursing homes.

##### Human Resources – Alison Kivikoski, Director

- Leave Without/With Pay - Leave of Absence Request (Long Term Care Services–Env. Serv.)

Director Kivikoski noted this request is not Covid related

**Moved:** Commissioner Coyle moved to approve Leave Without Pay-Leave of Absence request for an employee of Long Term Care Services (B.H.), length of leave time to July 31, 2020, as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes and Commissioner St. James voted yes.

- Leave Without Pay – Leave of Absence Request (Long Term Care Services-Env. Serv.)

Director Kivikoski noted this is Covid related and that this employee has been out since April. It is a result of conditions and not that they have it and her department is monitoring the situation monthly. Commissioner Coyle asked at what point do we ask them to return to work. Director Kivikoski noted we are following the EOC and legal guidance which suggests to try and be an employer friendly organization in what we do. She has a letter she needs legal to review and will speak to them on what we can and cannot do in these situations. Commissioner Coyle asked if the County was paying this employee's benefits. Director Kivikoski said this employee is not being paid wages and that the County is paying the employer portion of benefits and the employee is paying their share of benefits. Commissioner Coyle suggested we do not vote on this and said, at some point the employees must return to work. Director Kivikoski noted she has medical documentation that supports why they cannot be here, and she wishes to enter into a discussion with legal as this is a unique circumstance and asked for permission to seek legal on Covid related cases. Commissioner Coyle did not agree to the paying for benefits and said their not working cannot go on forever. Discussion ensued. Commissioner St. James said, what it comes down to, there is sustainability to them returning to work and asked to have the end date on this request changed from 7/31/2020 to 7/15/2020, and to have ready for next payroll, pending legal opinion.

**Moved:** Commissioner Coyle moved to approve Leave Without Pay-Leave of Absence request for an employee of Long Term Care Services (B.F.) length of leave time to July 15, 2020, as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner St. James seconded and directed Director Kivikoski to seek legal guidance on this. Commissioner St. James called for a vote. Commissioner Coyle voted yes and Commissioner St. James voted yes.

- Leave Without/With Pay – Leave of Absence Request (Long Term Care Services- Activities)

Director Kivikoski explained this request is the same scenario as the one prior (B.F.). The difference is they are using their earned time and are going into unpaid status.

**Moved:** Commissioner Coyle moved to approve Leave Without Pay-Leave of Absence request for an employee of Long Term Care Services (I.P.), length of leave time date changed to July 15., 2020, as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner St. James seconded.

Commissioner St. James called for a vote. Commissioner Coyle voted yes and Commissioner St. James voted yes.

- Leave Without Pay-Leave of Absence Request (Long Term Care Services-Nursing)

Director Kivikoski once again explained how this request is the same scenario as the two prior (B.F. and I.P.) Commissioner St. James said we certainly need to get a handle on this and must bring this to legal, this being a third case, because the County cannot keep shouldering this.

**Moved:** Commissioner Coyle moved to approve Leave Without Pay-Leave of Absence request for an employee of Long Term Care Services (S.D.), length of leave time to July 15 2020, as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes and Commissioner St. James voted yes.

#### V. New Business / Old Business

Director Nickerson continues to prepare for year-end items and asked for the departments to please get into Finance their write-offs, accrued payables, accrued revenues and items of this nature, as soon as possible. He noted there would be no changes on encumbrances because all is going before the Delegation today for your FY2021 coverages. His department is trying to keep up with Covid related stipends. They have been able to keep up with the first responders now that they were able to get caught up. On the Long Term Care stipends, he said there is a little delay, and asked for employees to be patient as they work through this. They are trying to do submissions on one form to include contract workers. He believes we are in a waiting pattern for three (3) weeks with the State again.

*Commissioner Tombarello joined the meeting at 8:17am.*

Director Woods announced Covid testing starts again tomorrow and Friday for staff and 10% residents in assisted living and 10% residents in the nursing home. The State expects this testing pattern to last through the end of the year. They are setting up outside for the July 6<sup>th</sup> family visits with the residents. He explained how families have to book in advance, and there are many rules that need to be followed such as no touching, no sharing food, no passing in front of each other, social distancing and more. There will be six (6) stations set up and families will be tested before they are allowed in to visit. They are following the guidelines mandated by the State and as they move forward he can instill stricter rules if needed.

Superintendent Church reported they received DEA licensing this week and are wrapping up the last major hurdle for the MAT program. Mental health is extreme as he has never seen before and noted it is pretty bad. They remain Covid free. He recognized his department as having a complex payroll and that over the last six (6) months he has not had to deal with any issues relating to payroll, as he has in the past. He noted the payroll issues have been resolved since bringing on Katherine Arsenault and Heidi Bielecki. He gave recognition to them for the work they have done. Director Nickerson said, they have tried to tailor some parts of the program with Kronos, which allows Katherine the ability to making adjustments on her own.

Director Gates sent a report to her liaison Commissioner Tombarello and reported all is good. She gave the realtors phone number to the movers on the Barrows piano move a few weeks ago.

Director Conway reported things are going well. She is working with Director Kivikoski on the candidates for the open PA position. She is hoping for grand jury in August and noted it will be interesting to see if we get people in to sit on the jury.

Director Nickerson for full disclosure said, they may be trying to group together the resolutions on the Delegation meeting today at 9:30am. They have to vote on that first. There may be six (6) to seven (7) roll call votes verses about eighteen (18).

High Sheriff Massahos said they remain to be busy.



Register of Deeds Stacey and her department is preparing for the opening up to the public. She noted that Director Gates has coordinated the moving of tables and chairs. Her staff is back with everyone but one that was out on furlough.

Commissioner Tombarello noted the glass petitions will be going in at Deeds. He reported the County received \$5,000 for water from 3-Ponds. Director Gates added, the water bill is about \$1200.

Commissioner St. James attended the Commissioners Council meeting at NHAC. He pressed a commissioner from Merrimack that accused Rockingham of getting more. He asked for fairness and asked the amount to be divided up. The NHAC suggested that he put a proposal together for them to review. He said he will put a proposal together that is more equitable. Commissioner St. James said, Rockingham has not paid the dues and may send a legal letter to them.

Director Kivikoski asked to use the County seal on the OMADA through Cigna so they know it is coming out of our program for the insurance. She also asked that the minimum usage MOU be viewed by the Commissioners. Commissioner St. James noted all three Commissioners were fine with the MOU.

Commissioner Coyle asked about the Superintendent interviews for next week. He would like to have questions ready. Superintendent Church will prepare questions and the Commissioners will prepare a question each.

Commissioner St. James asked for the July 22, 2020 Commissioners meeting be a payroll only meeting. Commissioner St. James said, there being no more new business, declared a recess at 8:25am. The Commissioners recessed to attend (remotely) the Executive Committee meeting at 8:30am and the County Convention meeting on the FY2021 budget approval at 9:30am.

**V. Public Comment**

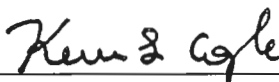
**VI. Commissioners Non-Public Session**

**VII. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 11:30am. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_



Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, July 1, 2020 at 8:30am

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent  
Cathy Stacey, Register of Deeds-V  
Steven Woods, Long Term Care Services Director  
Brenda Santos, Senior Executive Assistant

Jude Gates, Director of Facilities, Planning & IT-V  
Chuck Massahos, High Sheriff-V  
Patricia Conway, County Attorney-V  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director-V  
Robin Bernier, IT Manager-V  
Gayle Benson, Partners Pharmacy

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:32am.

*As Chair of the Rockingham County Commissioners, I find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).*

## II. RFP Openings/Awards

- Open: 0365 Subscription (Engineering and Maintenance Services – IT)  
Opened proposals from Connections, Sym Quest Group and Whalley Computer Associates,

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and to return with recommendations for 0365 Subscription. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Open: Forticare (Engineering and Maintenance Services – IT)  
Opened proposals from Connections, Sym Quest Group, Emergent Systems Exchange, and Whalley Computer Associates.

**Moved:** Commissioner Tombarello move to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and to return with recommendations for Forticare. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Open: Kitchen and HVAC Replacements (Engineering and Maintenance Services)  
Opened proposals from Palmer & Sicard, Inc. and APH.

**Moved:** Commissioner Coyle moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and to return with recommendations for Kitchen and HVAC Replacements. Commissioner

Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Open: Paper and Plastic Products (RCRNC, EMS, DOC, CA, Deeds, Admin Offices (Engineering and Maintenance Services)  
Opened proposals from Central Paper, Central Poly-Bag Corp., Interboro Packaging Corporation, Calico Packaging, LLC., Unipak, Geriatric Medical and W.B Mason. Commissioner St. James noted Fordion Packaging LLC, though received on 6/30/2020 at 12:05pm, which is after the due by date of 6/29/2020 by 3:00pm, would be accepted for opening. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and to return with recommendations for Paper Plastic Products. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Open: Invitation to Bid/Surplus Equipment – Vehicles (Engineering and Maintenance Services)  
Opened proposals from Mark Ford, Richard Bernier, Brickhouse Motors, Asian Auto Service, and Jon Lewis/Jon' Route 114 Auto.

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and to return with recommendations for the following vehicles:

- 2001 Ford E350 Van VIN# 1FTSS34F01HB30379 Mileage Approx. 165,829
- 2004 Ford F250 VIN# 1FTNF21LXED81129 Mileage Approx. 40,576
- 2004 Chev. Implala VIN# 2G1WF52E349409824 Mileage Approx. 91,621
- 2008 Ford Crown Vic. VIN# 2FAFP71V98X180820 Mileage Approx. 133,000

Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Award: Trane Chiller – Leak Check and Repair (Engineering and Maintenance Services)

**Moved:** Commissioner Coyle moved to award Trane Chiller – Leak Check and Repair proposal to Trane Corporation in amount of \$17,514, as recommended by the Director of Facilities, Planning and IT. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

### III. Consent Agenda

1. Minutes: June 24, 2020 (Commissioners Office)  
To approve June 24, 2020 meeting minutes.
2. Warrants (Finance)  
To approve Departmental Warrants T200861, T200919, T200920, T200921, T200954, T200955, T200956, T200957, T200958, T200973, T200975, T200983, T200984, T201020, T201050 totaling \$669,157.80; Departmental Warrants Entered by Finance T201043, T201044, T201045, T201046, T201049, T201065 totaling \$22,915.60; T201007 totaling \$113,720.79; Payroll Warrants 6/18/2020, 6/19/2020, 6/25/2020, 6/25/2020 totaling \$58,988.19; General Ledger Warrants GL20729, GL20734 Totaling \$4,553.38; Departmental Warrants Entered by Finance T210021 totaling \$7,363.23; Grand Total \$876,698.99.
3. Legal Invoices (General Government)  
For informational purposes.
4. Adult Day Services (AMDC) Payout Update—April & May 2020 YTD (Long Term Care Services)  
For informational purposes.

**Moved:** Commissioner Coyle moved to approve Consent Agenda. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

### IV. Reports

Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle reported the inmate count at the jail was 109. He further noted the jail is now certified, and Human resources is finished with open enrollment.

Commissioner St. James noted how well Finance was doing with the handling and processing of the COVID related stipends. He noted Long Term Care continues to monitor the COVID situation and asked if we should mandate testing.

Commissioner Coyle said we should mandate testing of employees specifically because this is a nursing home. Director Woods gave the numbers of testing and stated about 40% volunteered the first time and there were about 50% the third time. He could see there was an increase in the numbers of those tested each time. He asked for support in that we highly encourage the testing, and said the state is saying to test everyone. Discussion ensued. Director Kivikoski noted the state has not mandated testing of COVID. She asked that we seek legal advice on this, as there may be an issue with the union. Commissioner Coyle stated we can make a decision today and should not have to wait for legal. Director Woods reported that other counties are making testing a condition of employment. Discussion ensued. Director Woods noted there would be testing available for everyone on Friday and Monday and that he will share updates if this should change.

At the request of Commissioner Coyle, Director Kivikoski will check with Cigna on the coverage for the antibody testing and how they bill for this.

- COVID-19 - Employee PCP charges relating to testing.

Human Resources – Alison Kivikoski, Director

- Draft – Furlough  
For informational purposes.
- Draft - Minimum Usage – Revision to 8-2 Minimum Usage  
For informational purposes.
- Leave Without Pay – Leave of Absence Request (Registry of Deeds)

Director Kivikoski explained that this person has been out since April 1<sup>st</sup>, has completed twelve (12) weeks of Families First, and that it is on the child care end provision. She recommends she treat this as the other three (3) LWOP's she is currently seeking legal advice on that were approve to 15 July. This person is not paid but they do receive benefits and we can choose to extend or not. Commissioner Coyle noted if they continue to be out, we should not be paying their share of the insurance and said we can make the decision without legal on this matter. Director Kivikoski noted this is more on the COVID end of childcare. Register of Deeds Stacey stated she does not agree with the County paying their share of insurance for this length of time, and said it is inconsistent with what we should be doing. Director Kivikoski said we have carried on other LWOP's from up to six (6) months to one (1) year. If we are changing the practice, we need to give advanced notice. Commissioner Coyle said there is no consistent policy where we pay benefits for a long time, and noted we review each request case by case. He could not see why we are paying for benefits given it has been three (3) months that they have been out. Director Kivikoski said, it is caring for family member that falls under the DOL FMLA, and she is asking on the benefits end only. The last approval date was to July 7<sup>th</sup> as the last return by date. Discussion ensued.

**Moved:** Commissioner Coyle moved to approve Leave Without Pay – Leave of Absence Request for an employee of Registry of Deeds Office (M.P.), to 7/31/2020, as recommended by the Registry of Deeds, and to the date of 7/15/2020 as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted no; Commissioner Tombarello voted no; and Commissioner St. James voted no. Commissioner Coyle noted this person has until July 7, 2020.

Long Term Care Services – Steven Woods, Director/Administrator

- Re-credentialing Application – UnitedHealthcare

**Moved:** Commissioner Coyle moved to approve the Re-Credentialing Application UnitedHealthcare, and authorize the Chair to sign as Facility Attestation and attest that all information is current, complete and correct, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Partners Pharmacy Services Agreement – Term 10/01/2020 09/30/2023

**Moved:** Commissioner Coyle moved to approve Designated Pharmacy Services Agreement- Partners of Massachusetts, LLC, term 10/01/2020 through 9/30/2023, and authorize the Chair to sign all necessary documents pending risk and legal reviews, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. Gayle Benson from Partners Pharmacy was available for questions. Commissioner St. James asked, how soon before their Pyxis system is approved by the State of NH. Ms. Benson said on June 17 they went before the board and are waiting to hear from them. She noted they are approved in Massachusetts. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- UNH Affiliation Agreement – Term 9/1/2020 to 8/3/2021

**Moved:** Commissioner Coyle moved to approve University of New Hampshire – College of Health and Human Services Department of Nursing Affiliation Agreement, term 9/1/2020 through 8/31/2021, and authorize the Chair to sign all necessary documents pending risk and legal reviews, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Sheriff's Office – Charles Massahos, High Sheriff

- Bid Waiver Pursuant to NH RSA 28:8-f – Central Square (f/k/a TriTech Software Systems)

Commissioner St. James asked is was the IMC software the Sheriff's Office currently uses and have they looked at other software. High Sheriff Massahos said, it is the software they use and explained that the cost to transfer over to another would be significant. He noted Central Square 'system is a sole source and this office has used it for years. Director Nickerson stated many Police Departments are currently using this and that other Police Departments are moving toward it.

*Tiffany McCarty arrived at 9:05am.*

**Moved:** Commissioner Coyle moved to approve Bid Waiver Request pursuant to NH RSA 28:8-f to Central Square (F/K/a TriTech Software Systems), in amount of \$28,403.75, Central Square is a sole source provider of the TriTech Perform software and is supported only by Central Square formerly known as TriTech. This expense represents the renewal of annual support fees for the period of 7/1/2020-6/30/2021 and will be a FY 2021 expense, as recommended by the High Sheriff. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes. Commissioner St. James asked that next year a comparison on other vendors should be presented if a Bid Waiver is requested again.

- Grant Adjustment Notice Request –Change of Contact – JAG Award (2019-DJ-BX-0296)

**Moved:** Commissioner Coyle moved to approve and authorize the Chair to sign a letter requesting to change the Financial Point of Contact to Charles Nickerson for the 2019 JAG award (2019-DJ-BX-0296). Chair St. James is currently listed which prevents the Finance Director, Charles Nickerson, from completing the quarterly financial reports. This was a clerical error during the application process, requires a letter from the Chair in order to process the correction through the electronic Grants Management System, and is recommended by the High Sheriff. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Acceptance of COVID-19 JAG Award (2020-VD-BX-0888) (CFDA 16.034)

**Moved:** Commissioner Coyle moved to approve to accept the BJA FY20 Coronavirus Emergency Supplemental Funding JAG award (2020-VD-BX-0888), (CFDA 16.034) in amount of \$58,008, and to designate Charles

Nickerson as the financial point of contact, as recommended by the High Sheriff. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

#### V. New Business / Old Business

Director Kivikoski noted the receipt of three (3) week's pay for the stabilization program, and with payroll processing; the County should be updated on submissions. She said with the new travel policy, there were people that have traveled out-of-state- and she will work with Director Nickerson on how to code this. They may not be able to use holiday time because of how it falls untimely and will have to use their earned time. On the Cigna cards, Director Kivikoski reported the files have been sent to Cigna, but the cards will be delayed. Employees can go onto their own Cigna portal and get their cards printed off for now. She gave notice the prescription number will be different.

Commissioner St. James in speaking on the travel time quarantine suggested a blanket waiver on people that have to use their earned time on the fourteen (14) day travel policy, and if it is an unscheduled time off, they will lose their holiday time.

Superintendent Church said he clearly explained the travel policy to his people, noting if they choose to travel, they will lose their holiday time. He gave the policy in hand before they traveled to confirm they understood. He had some people that did not use the time.

Director Kivikoski said Human Resources would create a new code for unscheduled time for the use of earned time. She will speak with Director Nickerson from Finance on this because people are required to use their earned time. Director Nickerson noted a "Quarantine Code".

Commissioner St. James asked for input from the Commissioners.

Commissioner Coyle said, he would not agree to this. Commissioner Tombarello was a no on this as well.

Director Nickerson gave final clarification and said, we will not do the additional approved time, *the behind the scenes code*, this will permit them to still approve the holiday. He said we will not put it in their card and as a result they will not earn the holiday accrual.

County Attorney Conway reported all was well and that her department was super busy. She said, the court is having more and more video hearings. She added, grand jury is speaking with the clerks of courts and looking to begin mid-August. She continues with interviews on the open positions.

High Sheriff Massahos noted his department remains busy and gave notice of a few cases coming up with press releases.

Director Gates was pleased to report all was well in Engineering and Maintenance and that they too remain busy. She had the highest bidders ready for today on the surplus vehicles bid, and said she sent them to Brenda Santos via email.

Register of Deeds Stacey announced that her department closed out the year on revenues in excess of 16% above last year. She noted how Commissioner St. James came over to visit and saw the make shift partitions, *the shower curtain looking dividers*, that she set up to try and help protect the staff as they opened to the public on Monday. Her department is open for recordings and copies only and not for research as people can do this from home.

Superintendent Church gave notice on the VINE program extension at no cost for two (2) months. He reported his department remains COVID free. He gave notice there remains federal lawsuits with ICE at the US District Court in Concord and that they share a daily roster on the bookings with ICE. He has no issues and wished to make the Commissioners aware that local papers have picked-up on this. His quote to them was Rockingham County cooperates with the federal partners. His department is reviewing their use-of-force policy and will bring to the Board updates later.

Director Woods invited Director of Nursing McCarty to give reports on the clinical aspects. Director McCarty reported the family visitation that was scheduled for this weekend would not take place because of the COVID situation. She said they cannot let physicians in and the hospice affiliates will now be designated to one floor. We are currently on the DHHS watch list. Director Woods said we have until 5pm tonight to notify families of the one employee that tested positive.

Commissioner Tombarello asked what does the letter say to the families. Director McCarty said it would explain how it is an isolated situation and that this employee is not here. She then noted, we would let families in and have them in full PPE on the end of life cases. She reported they are doing well on equipment and that the state has been good to us. She gave assurance we have a better PPE supply and everyone will be FIT tested and fitted for N95, which are beneficial to our staff. There are many things they are working on and making changes, such as re-coordinating the door entry area and the wearing of masks, no more eating in the dining area, and no more nebulizing, with spacers used in place.

Commissioner Coyle asked if this person was found by our surveillance. Director Woods said yes. Commissioner Coyle gave compliments to the staff on the work they have been doing. Director Woods noted this employee wore a mask the entire time and only worked on one unit.

Director Woods said NH Public Health was good in working with his team last night. He noted, we have no residents tested positive and in the event we have a positive result, an employee that tested COVID positive is permitted to work on that floor.

Director Nickerson reported the County received ProShare amount is 6.8 million last Friday. He said, we received \$400,000 (more than doubled from last year) from the State in SG funds. He reported the receipt of \$80,000 from MQIP incentive from the State, as part of the FMAT percentage. He is hoping to have the FY2021 budget posted in Munis today. Once he opens up the year, the default posting will be for our FY July 2021. For the year-end, he reported they would be doing remote work with the auditors for FY2020 around the second half of July. He then said, as Director Kivikoski said earlier, they are working diligently on getting out the additional three (3) weeks for the Long Term Care stipends. Employees will not see this amount in today because the direct deposit is going later than the regular time.

Commissioner Tombarello had no reports at this time.

Commissioner St. James called a recess to conduct interviews for the Superintendent.

**Moved:** Commissioner Coyle moved to award Surplus Vehicles as follows: the 2001 Ford E350 Van VIN # ending 0379, in amount of \$1,632.12 and the 2004 Chevrolet Impala Vin # ending 9824, in amount of \$632.12 to Asian Auto; the 2004 Ford F250 VIN # ending 1129, in amount of \$3,675.00 to Jon's Route 114 Auto; and the 2008 Ford Crown Victoria VIN # ending 0820, in amount of \$1,839.99 to Mark Ford. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes and added to authorize the Chair to sign the bill of sale's and title's for these vehicles; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

## VI. Public Comment

## VII. Commissioners Non-Public Session

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 9:34 am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner St. James moved to go out of non-public session at 9:40am. Commissioner Tombarello second. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Non-Meeting: MOU for the Cash Out of Earned Time & Holiday Accrued Time that the Union has signed.

**Moved:** Commissioner Coyle moved to approve and sign the RCRNC and the State Employees Association of NH Inc., SEIU Local 1984 MOU for the Cash-Out of Earned Time and Holiday Accrued Time that the Union has signed on June 26, 2020, as recommended by the Director of Human Resources. Commissioner Tombarello

second. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Commissioner St. James called a recess at 9:53am to approximately 1:30pm and the Commissioners will conduct interviews for the position of Corrections Superintendent. The interviews of five (5) candidates (R.A., M.W., A.B, J.H. and J.B.) took place in the conference room located in the Human Resources building.

**VIII. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 1:47pm. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:

Received by:                     Kevin & Coyle                    

Kevin Coyle, Clerk-Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, July 8, 2020 at 8:30am

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair-V  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent  
Cathy Stacey, Register of Deeds-V  
Steven Woods, Long Term Care Services Director  
Brenda Santos, Senior Executive Assistant  
William Doyle, Regionl.Director-Nationl.Correc.Empl.Union-V

Jude Gates, Director of Facilities, Planning & IT-V  
Tiffany McCarty, Director of Nursing  
Major Christopher Bashaw, Sheriff's Office-T  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director-V  
Patricia Conway, County Attorney-V  
Mohamad JeJawi-V

Present for the Space Allocation Workshop only:

Chuck Massahos, High Sheriff-T

Jonathan Halle, Warrenstreet Architect-V

Representatives John O'Connor, Michael Edgar, Brian Chirichiello, Norm Major, and David Milz (all by video)

Dave Consentino, Assist.Superintendent DOC  
Albert Brackett, Chief Deputy.Sheriff's Office-T

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:33 am.

*As Chair of the Rockingham County Commissioners, I find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771.*

*Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at*

[www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).

## II. RFP Openings/Awards

There are no openings or awards.

## III. Consent Agenda

1. Minutes: July 1, 2020 (Commissioners Office)

Approve July 1, 2020 meeting minutes.

2. Payroll (Finance)

To approve payroll in amount of \$1,185,741.86 for payroll ending July 4, 2020.

**Moved:** Commissioner Tombarello moved to approve consent agenda. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

## IV. Reports

Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Tombarello gave recognition to how busy the departments were.

Commissioner Coyle reported the inmate count at the jail was at 109.

Commissioner St. James noted there is one employee and one resident that have now tested positive to Covid and both were asymptomatic. He confirmed that the state finds no fault in Rockingham County's system. He made everyone aware we are losing staff and gave notice of how the leadership team came in on the holiday weekend to monitor this.

Commissioner St. James was delighted to report the piano that was a courtesy of Maureen Barrows was now set up in the bistro. He will follow up with Wayne on the photo.

Commissioner St. James noted the interviews on the Corrections Superintendent were complete and that we are now waiting on the announcement of Superintendent Church's replacement.

#### Human Resources – Alison Kivikoski, Director

- Employee Health Services Additional Hours  
For informational purposes.

Director Kivikoski explained how Martha McGowen has been covering in OC Health on Fridays and is also keeping track of those employees that have been out. She wishes to extend this coverage and noted the work she is doing helps with the communication, and getting those employees that are out back to work in a relative amount of time. She said Director Woods and Director McCarty are in agreement in the coverage, and pointed out it will alleviate Donna Roe on the calls. She noted we do have money in this for now and if we go into August, we may have to seek an alternate plan. Commissioner Tombarello, Commissioner Coyle and Commissioner St. James agreed with the request Director Kivikoski brought before them.

#### Long Term Care Services – Steven Woods, Director/Administrator

- Walk-In: Bid Waiver Request Pursuant to NH RSA 28:8-f – Partners Pharmacy
- 

Director Woods noted both Dr. Singer and Dr. Chan recommend this.

**Moved:** Commissioner Coyle moved to approve Bid Waiver Request Pursuant to NH RSA 28:8-f to Partners Pharmacy in amount of \$9,964.80, for the fall of 2020 for people over the age of 65 to use the Fluzone High Dose Quadrivalent influenza vaccine; to purchase these at a rate cheaper than our current pharmacy by purchasing through Partners, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

#### Sheriff's Office – Charles Massahos, High Sheriff

- Bid Waiver Pursuant to NH RSA 28:8-f to AT & T Mobility

Major Bashaw noted AT&T Mobility is a dedicated network on FirstNet.

**Moved:** Commissioner Coyle moved to approve Bid Waiver pursuant to NH RSA 28:8-f to AT&T Mobility, in amount of \$32,000.00, to continue to utilize AT&T as its wireless carrier for FirstNet through the fiscal year of 2021, AT&T's hosting of FirstNet is part of a 25 year agreement to build the first nationwide wireless broadband network dedicated to America's first responders (anticipating another extension at the end of 2020), as recommended by the High Sheriff. Commissioner St. James seconded and stated he supports this and understands that if something were to happen, anyone on FirstNet gets priority. He questioned the cost and compared his pricing with Verizon on first responders. Major Bashaw said it is not the same services and the cost includes computers and phones etc. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Exception Request Pursuant to Personnel Policies and Procedures 6:16-B

Major Bashaw noted this is an annual request.

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 6:16-B for Unaffiliated Deputies (Sworn FT & PT), request that unaffiliated deputies (officers: Major, Captain, Lieutenants and Reserve Deputies) receive a four hour minimum for a call-in. The four-hour

call-in minimum is part of current collective bargaining agreements for sworn supervisors and deputies, call-in hours not works will be paid at 1.5 times first shift base rate. Per Diem deputies (reserve deputies) reporting for a call-in assignment would receive a four-hour minimum at their standard per diem hourly rate. This Exception Request covers fiscal year 2021 (July 1, 2020 – June 30, 2021), as recommended by the High Sheriff. Commissioner Tombarello seconded. Commissioner St. James said he had an issue with this and stated he understands we have done this right along and have changed PPP if you were to call in. He questions why the Major, Captains and Lieutenants are not salary. He gave the jail officers as an example of how they are not compensated for this. Major Bashaw said we actually provide coverage on call out issues. Commissioner Coyle asked how often does this happen. Major Bashaw said it is rare to be called in because in most cases they are able to resolve situations over the phone, which does not create a burden on the budget. Commissioner Coyle asked why Majors and Captains are hourly employees in this department. Commissioner St. James questioned the same and asked why it is not the same as Corrections. Superintendent Church confirmed his Majors and Lieutenants are salary. Director Nickerson said this practice is only with the Sheriff's department. Commissioner Tombarello agreed with Commissioner St. James on this matter and said it should be fair across the board and it should be the same with both Corrections and the Sheriff's Department. Major Bashaw noted there is a difference between salary and hourly. Director Kivikoski suggested she could look at the Fair Labor Standards Act (FLSA) and do an analysis based on the job descriptions to see if these positions should be salary or hourly and review. Commissioner St. James would prefer to table. Major Bashaw then deferred further discussion to the High Sheriff and said the courts sets the standards of sworn personnel. (*High Sheriff Massahos was not present at this time.*) Commissioner Tombarello would be in favor to table this request. Commissioner Coyle also wished to table.

**Moved:** Commissioner Coyle **moved to table** Exception Request pursuant to Personnel Policies and Procedures 16-16:B. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Exception Request Pursuant to Personnel Policies and Procedures 6:15

Major Bashaw noted this is commonly referred to as overtime after eight (8).

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 6:15 for Union and Sworn Administrative Deputies to allow hourly, union, non-exempt deputies and sworn, unaffiliated administrative deputies who work authorized time in excess of regularly scheduled, consecutive hours in one workday, to be compensated at the rate of one and one-half (1.5) times the employees' regular rates of pay. This exception requests covers fiscal year 2021 (July 1, 2020 to June 30, 2021), as recommended by the High Sheriff. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Permission to Approve: FY 2021

Major Bashaw said this is annually approval and needed for revenue warrants, accounts payable warrants, payroll and other business necessary when the High Sheriff may not available to sign. Commissioner Tombarello stated one of the individuals is retiring in October and asked why we would give approval through 2021. He believes we do not need four (4) people to approve paperwork of this nature and said too many hands in this could be risk. He stated he would not support this. Major Bashaw suggested the Commissioners reach out to the High Sheriff and said it has always been like this. Commissioner Coyle asked if this request should be tabled.

**Moved:** Commissioner Tombarello moved to table. Commissioner Coyle seconded. Commissioner St. James called for a voted. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Corrections – Stephen Church, Superintendent

- VINE: APPRISS Insights Service Agreement Extension July and August 2020

**Moved:** Commissioner Coyle moved to approve APPRISS Insights Service Agreement – VINE, service term for two (2) months July and August 2020, the amount of \$1,726.82 per month is waived, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

## V. New Business / Old Business

Director Nickerson is getting ready for the fiscal year end reports. He noted because of Covid, Melanson will not be on site and will work remotely sometime in mid-August on the audit. Commissioner Tombarello inquired about where the county stood on write-offs. Director Nickerson he gave notice he will bring forward and noted there were not many.

Commissioner St. James asked if the cost on the vaccine Bid Waiver could be coded to Covid. Director Nickerson will make attempt to add a project code.

Director Woods gave notice of the offer to purchase the Harnois property located at 30 Crooked Cartway, N. Barnstable MA. He said there is a cash offer of \$215,000 and gave his recommendation to the board to authorize signatures on this.

- Offer to Purchase Real Estate: 30 Crooked Cartway, N. Barnstable MA

**Moved:** Commissioner Coyle moved to approve and authorize the Chair to sign the Offer to Purchase Real Estate, the Harnois property at 30 Crooked Cartway, N. Barnstable MA. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Director Woods recognized Director McCarty and said she was present in the event there were questions on Covid. He said they are having staffing issues working on the floor where Covid has now been. Director McCarty said the staff is finding it difficult to work on the floors where Covid is present. She noted the state has changed Rockingham County from the “watch” to a “cluster” classification and there will now be weekly check-ins and frequent testing.

Director Woods said most of the families understood the cancelling of the family visit event. He said several family members express their gratitude and gave compliments to the staff for the work they are doing. He pointed out there was one family that did not find it necessary to cancel the visitation event.

Major Bashaw noted the Sheriff’s Office remains busy. He was here as a follow up to last week’s Bid Waiver for Central Square. He explained how Lieutenant Walsh said they look at this every three years and that the cost for other agencies were well over \$100,000 on the transition.

Superintendent Church noted the inmate count at the jail has gone up to 119. He is working on the preparation of the Trump rally this weekend in Portsmouth, as there is the anticipation of arrest.

Director Kivikoski noted they are working on the cash-outs and will give the Nursing Home until Friday. She has a negotiation session at 3pm today. On Monday, they will have off-site orientation. Kristen Babiecki is ordering the staff flu immunizations. She will run the numbers on the population of employees over 65 on the possible use of the other vaccine that was approved in a Bid Waiver earlier. She is working with Director Nickerson on the stabilization stipends through the end of July 31.

Director Gates reported all was well with Engineering and Maintenance. She received a check in amount of \$50,000 from 3-Ponds for the two (2) fire hydrants, of which they were gracious to provide upon her friendly reminder of the contract they agreed to. They have sent checks automatically with each new installation and to date have twenty-three (23) installed. Director Gates supplies them with our water quality results and she noted they have been easy to work with. She said the total number of homes could total to one-hundred seven (107) eventually. Commissioner Tombarello asked what the pricing for water use was and shared Plaistow’s cost at \$7 per thousand gallons. Director Gates said the current charge is \$4.91 per thousand gallons and that provisions in the contract include a review of the cost annually and that that review will be in a few months.

Director Gates noted they are measuring up for barriers for Human Resources and the Nursing Home. She concluded in saying, the Covid positive news in the Nursing Home has had an effect on her staff.

Register of Deeds Stacey reported all was going well in department. She said the public has been coming in to get copies or recordings. They only allow four (4) people in at a time, as staff is paramount to her. She had one staff member give notice and said, this employee looked for another job while out on furlough. She then gave reminder she has a nonpublic on a LWOP from last week.

## VI. Public Comment

Commissioner St. James asked for public comments. There were no further comments. He then recognized the grievance hearing scheduled for today.

- 9:15 am – Step 2 Grievance Hearing (M.J.) : 050720-82415

Commissioner St. James asked William Doyle and Mohamad JeJawi if they would prefer to have a hearing held opened to the public or would they prefer to have a nonpublic hearing. William Doyle spoke on behalf of the Union and Mohamad JeJawi and asked to have a nonpublic hearing.

## VII. Commissioners Non-Public Session

- NH RSA 91-A:3,II (a-e,i,l) (Human Resources)

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 9:20am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner Coyle moved to go out of non-public session at 10:28am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

## VIII. Workshop

### Engineering & Maintenance Services – Jude Gates, Director

- Commissioners Space Allocation Workshop-Warrenstreet: Jonathan Halle

Commissioner St. James began the workshop on space allocation at 10:31am. A power point dated April 6, 2020 titled Rockingham County Municipal Complex Recommendations for Space Allocations (project #3611), prepared by Warrenstreet Architects, Inc., and was made available to all parties prior to this meeting. Jonathan Halle of Warrenstreet was present to review the recommendations and take note of changes the Commissioners and departments were here to discuss. Jonathan Halle began by saying we have gone through this program twice since 2017. Brenda Santos gave Jonathan Halle access to the zoom conference to present his information remotely.

- 10:30am. Registry of Deeds

Jonathan Halle said the needs from 2017 have not changed all that much and clearly the space she needs is the space she has needs.

The Commissioners agreed with the space recommendations for the Registry of Deeds. There was the question on why upstairs for Deeds. Mr. Halle explained how the second or third floor plans could be changed easily. Registry of Deeds space discussion completed at 10:52am.

Representative Major asked on the entire project, what the difference between \$40million and \$50million was. Mr. Halle referred to pages 12 and 13 and explained how the estimated costs went up from 2017 and how Harvey looked at the market with construction to 2021.

- 11:20am. Sheriff's Office

Chief Deputy Brackett gave reference to page 33 and said the space the Sheriff's Office is asking for has gone from 27,600 square feet to 20,189 square feet. He noted the reduction in space was space intended

for a common area and that space would be shared by other departments of the county. Commissioner Tombarello explained this needs to be cost effective. Commissioner Coyle said, as it is now not all the communities can come onto dispatch. He believes the space for dispatchers was needed more than the EOC space, which would be rarely used. Major Bashaw agreed on the one room space, which allows for future expansion. Chief Deputy Brackett said they are backup site in the event of an emergency to State Police and Hampton, Portsmouth and Exeter and require the space. Director Gates brought attention to the previous page and how the EOC spaced would be done away with. Commissioner St. James questioned the number of private offices they were looking to have. Commissioner Tombarello asked about the consoles. Major Bashaw said we are allowing for the federal grant funding to support the additional consoles. Major Bashaw noted how there would be no backup space at the jail and everything would be at the new building. Discussion ensued. Major Bashaw defended the need for space such as for interrogations, witnesses, and investigations. He said he would not advise sharing a sally port with the Corrections. He said the garage space was needed to keep vehicles such as those impounded safe from the outside elements. He gave an example of how Londonderry is too small for what they need. Commissioner Coyle stated having worked in law enforcement for 15 years, Londonderry is not undersized, it is poorly designed. Discussion ensued on subjects of sharing a sally port with the jail, the number of offices and the amount of cells needed.

Commissioner St. James asked for further comments. Representative O'Connor defers to Commissioner Coyle as he recognizes his expertise in this. Representative Milz said this presentation is informative and was fine with the decisions. Representative Major expressed his concern to the size and offices and agrees with Commissioner St. James on this matter. High Sheriff Massahos agreed to the saving of space if the future holds for a better Sheriff's department.

- 12:07pm County Attorney's Office

Jonathan Halle referred to page 22. He stated County Attorney Conway's current space at the courthouse for her department is the worst profession space he has ever seen. He noted it is clearly an unfair comparison to what he has seen in private law firms. He said the recommended space allows for the presence for staff to work at the court. County Attorney Conway said she would need at the court a conference room and room that has the space to allow ten (10) laptops to be connected for the attorneys to work at. Representative O'Connor asked if the teams could work from home. He and gave an example and said his wife who formerly worked for the Attorney Generals' office, was able to do a lot of work from home while spending less time in the office. County Attorney Conway stated you need to bring people together to foster teams. Discussion ensued. Representative O'Connor concurred with the decisions. Representative Milz concurred also. Representative Major said of the four (4) departments, County Attorney Conway's is the most critical and needed. Given the conditions of the courthouse they have had to deal with over many years, it was noted that Registry of Deeds and County Attorney's offices are in need the most,

Commissioner Tombarello asked about the plans for the current Delegation office. Director Gates said there is no cost allowance or plan allocated in this proposal. Discussion ensued.

- 12:35pm Department of Corrections

Director Gates explained how the current Sheriff's space would be renovated for use by Corrections, and the cost is included in the current estimate. The Board directed that the work could be done as a future, possibly capital, project and for the cost to be removed from the estimate. Commissioner Tombarello agreed it could be a standalone project and said we can put in for it once the Sheriff moves out. Representative O'Connor agreed and noted capital projects. Superintendent Church gave ideas on how spaces would be used, such as an area for attorney visits. He said with the moving of the Diversion Program here, there are benefits of having everything under one roof for Corrections. Discussion ensued. Superintendent Church spoke of the setting up of a Community Correction program, which is a treatment center while incarcerated. He said, we lose many to homelessness, crimes or they die. He said this is a much-needed program and said it would also help reduce the victim pool. He spoke of post release housing and the locations needed around the towns within the county. Representative O'Connor agreed with Superintendent Church. Commissioner St. James agreed and said this lowers the recidivism rate. Commissioner Tombarello noticed that the building of this would also require staffing. Superintendent Church said with the staff he is approved for, he would not need to request additional.

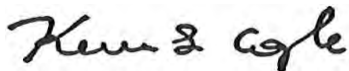
Further discussion ensued.

At the conclusion of the presentation, Commissioner Tombarello asked that there should be time set for future discussions with Jonathan Halle. Commissioner Coyle said we three Commissioners and Director Gates would sit down, make a decision on revisions, and send recommendations to Jonathan Halle. Commissioner Tombarello agreed the Commissioners would work on the revisions and give approval to Jonathan Halle to include reducing the numbers. Representative Milz believed a second sally port was a good idea. Representative O'Connor asked for a copy of the revisions made to the proposal from today's meetings. Representative Edgar asked about making corrections suitable to bring the female inmates back. Commissioner St. James and Commissioner Tombarello both noted they will reach out to Director Nickerson for a cost reporting of this information.

**IX. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 1:22pm. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:



Received by:

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Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, July 15, 2020 at 8:30am

### Present: (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair-V  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent-T  
Cathy Stacey, Register of Deeds-V  
Steven Woods, Long Term Care Services Director  
William Cahill, Teamsters Local 633-V

Jude Gates, Director of Facilities, Planning & IT-V  
Christopher Bashaw, Major Sheriff's Office-T  
Robin Bernier, IT Manager-V  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director-V  
Patricia Conway, County Attorney-V  
Colleen Meynard-T

### I. Call to Order / Pledge of Allegiance

Call the meeting to order at 8:33 am.

*As Chair of the Rockingham County Commissioners, I find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).*

### II. RFP Openings/Awards

- Open: Laboratory Services (Long Term Care Services)  
Opened proposals from Elliot Hospital Laboratory and Catholic Medical Center.

**Moved:** Commissioner St. James moved to authorize the Director of Long Term Care Services to review, evaluate the proposals and to return with recommendations for Laboratory Services term January 1, 2021 through December 31, 2023. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Open: X-Ray, ECG, Doppler & Ultrasound Services (Long Term Care Services)  
Opened proposals from TridentCare dba Mobilex USA and MMDS of Boston.

**Moved:** Commissioner St. James moved to authorize the Director of Long Term Care Services to review, evaluate the proposals and to return with recommendations for X-Ray, ECG, Doppler & Ultrasound Services, term December 15, 2020 through December 14, 2023. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Award: 0365 Subscription (Engineering and Maintenance Services – IT)

**Moved:** Commissioner Coyle moved to award 0365 Subscription proposal to Connection in an amount not to exceed \$73,236.00, as recommended by the IT Manager and Director of Facilities, Planning and IT. Commissioner Tombarello seconded. Manager Bernier confirmed this was the current vendor and noted they take very good care of us with this cost. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.



- Award: Forticare (Engineering and Maintenance Services – IT)

**Moved:** Commissioner Coyle moved to award Forticare renewals proposal to Connection in an amount not to exceed \$11,426.33, as recommended by the IT Manager and Director of Facilities, Planning and IT. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Award: Kitchen and HVAC Replacements (Engineering and Maintenance Services)

**Moved:** Commissioner Coyle moved to award HVAC units Replacements in the Kitchen and Bakery proposal to Palmer & Sicard, Inc., for a cost not to exceed \$70,835.00, as recommended by the Director of Facilities, Planning and IT. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

### III. Consent Agenda

1. Minutes: July 8, 2020 Commissioners Office)  
To approve July 8, 2020 meeting minutes.
2. Warrants (Finance)  
To approve Departmental Warrants T200862, T200922, T200923, T200924, T200985, T201055, T201056, T201080, T201081, T201082, T201086 totaling \$358,472.49; Departmental Warrants Entered by Finance T201024, T201068, T201070, T201073, T201074, T201075 totaling \$15,815.61; AP Wire Payments T201072 totaling \$1,641,882.00; Payroll Warrants 6/26/2020, 6/26/2020, 6/30/2020 totaling \$35,843.09; General Ledger Warrants GL20740, GL20756, GL20757 totaling \$11,412.24; AutoPayments-Full amount previously approved BOC T200010 totaling \$2,410.17; **Grand total \$2,065,835.60.**  
To approve Departmental Warrants T210051, T210069, T210082, T210111, T210111, T210121 totaling \$76,361.20; Departmental Warrants Entered by Finance T210028, T210029 totaling \$125,515.66; AP Wire Payments T210024 totaling \$151,711.13; Payroll Warrants 7/2/2020, 7/9/2020, 7/10/2020 totaling \$166,271.77; AutoPayments-full amount previously approved by BOC T210000, T210001, T210002, T210004, T210005, T210007, T210008, T210009, T210011 totaling \$201,844.76; **Grand total \$721,704.52.**
3. Adult Day Services (AMDC) Payout Update June 2020 / YTD  
For informational purposes.

**Moved:** Commissioner Coyle moved to approve Consent Agenda. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

### IV. Reports

#### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle reported the inmate count at the jail was at 112. He said they have transferred five (5) female inmate prisoners to Carroll County.

Commissioner Tombarello received a detail report from Director Gates on the updates throughout the facilities. He highlighted the following: there were a few lightning strikes from yesterday's storm and that Honeywell has been here to inspect and are working on those areas now; the refractor work on the boiler is complete and was inspected; they are waiting to hear from DES for direction on the PFA's report at the fire training site; an AC compressor on top of the underhill building was down; also down was the jail chiller of which has an open bid on it and we are waiting to schedule it for major service. He received pictures from Register of Deeds Stacey of the latest situation at the courthouse. In speaking briefly with Register of Deeds Stacey, County Attorney Conway and Director Gates on the filter situation in the air units at the courthouse, Commissioner St. James asked if Director Gates could send a crew over to look at this. Director Gates said she would put a call into Sarah Lineberry with the state to see if they are forthcoming on what they are doing and taking any precautions. She will send a crew from her department for now.

Commissioner St. James reported on the resident that tested positive and was asymptomatic and said this person has return to their room after being isolated for ten (10) days. He said there were one-hundred sixty (160) participants in this week's employee testing on Monday. Commissioner St. James spoke about the weekly call that goes out from Exeter hospital and was disappointed in the comments he read from a doctor who disparaged this nursing home and was discouraging people from going to Rockingham County Nursing home because testing is not mandated here. Commissioner St. James consulted with legal on this and reported we cannot mandate testing. In his research, Commissioner St. James discovered Exeter Hospital does not mandate testing either. He will make a call to Exeter Hospital's community relations team to speak with them on this.

Commissioner St. James on reports from Finance said, the stipend ended for the law enforcement, and the nursing home will continue to the end of the month. He said Director Nickerson continues to work on the County's dues proposal for NHAC.

- Walk-in Request for Cash Out – 20 Minute Extension on Filing Paperwork (D.L.)

Director Kivikoski noted this paperwork came in after the deadline and that this person waited until the very last day. Commissioner Tombarello recognized that this person went home and came back and missed the deadline by 20 minutes. Director Kivikoski noted this person had the form since June 19 and had enough time. Commissioner St. James respectfully gave notice to what Director Kivikoski stated, but in this case leaned to accept the request.

**Moved:** Commissioner Coyle moved to approve the request, noted in a letter dated 7/9/2020 to the Commissioner's , to accept the filing of Cash-Out time request and accept a 20 minute delay in the handing in of this request for an employee of Long Term Care Services (D.L). Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Finance Office – Charles Nickerson, Director

- WIPFLi Engagement Letter

Director Nickerson explained every year we have an engagement letter signed for the Medicaid and Medicare cost reports. He noted the letter is a bit different from years before but it is the same language only spelled out differently.

**Moved:** Commissioner Coyle moved to approve and authorize the Chair to sign all necessary documents for the WIPFLi Engagement letter, together with Terms and Conditions-Attest Engagements, to confirm the terms of engagement, pending risk and legal recommendations. WIPFLi will prepare the Medicare cost report (Form CMS 2540-10) in accordance with the guidelines established by the Department of Health and Human Services –Centers for Medicare & Medicaid Services (CMS) based on information provided by Rockingham County. In addition, WIPFLi will prepare the Home's state Medicaid cost report for the year ended June 30, 2020, in accordance with the guidelines established by the state Medicaid agency based on the information provided. This request is recommended by the Director of Finance. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Human Resources – Alison Kivikoski, Director

- Updated Travel Policy

Director Kivikoski stated, the leadership team of Director Woods, Director McCarty, Kristen Babicki, DonnaRoe, and Meghan Welsh all received notification that Massachusetts, Connecticut and Rhode Island have lifted the non-travel and quarantine into NH. With those changes, she went to the NH Public Health and reported they are still holding to the travel guidelines for Maine, Massachusetts, Connecticut and Vermont. The CDC guidelines recommend restrictions on international and some domestic. She said most counties are holding to the three (3) states others are doing by departments. . She is hoping to put something forward over the next two weeks based on her findings and have effective for August 1, and until then allow those individuals to have to opportunity to travel into Massachusetts Connecticut and Vermont. She recommends that everyone look at each state's travel guideline policy prior to travel and specifically noted, Massachusetts is still considered a hot

spot and that is why the NH Public Health has not lifted this. Director Kivikoski said with the approval of the policy recommended today this will allow her time over the next few weeks to gather information for an updated policy effective August 1. She is asking for the three states (Massachusetts, Connecticut, and Rhode Island) until the July 31, and come August 1 it may be different. She gave notice we might have to carve out differences between departments.

Commissioner St. James noted this is the third update to the travel policy. Director Kivikoski said right now the Governor has allowed the travel and lifted the restrictions.

Commissioners Coyle and Tombarello asked to hear what Attorney Cahill had to say. Commissioner St. James asked Attorney Cahill if he was present for the travel to Virginia only.

Attorney Cahill said he was here to speak in general on the travel policy. He noted how everyone has been cooperative over the past several months. He believes the County should take into consideration in looking at the least restrictive means to maintain a goal to be Covid free with the changes in policy. He said the CDC set guidelines and noted they are guidelines and not the law. He said the most affective prevention is with personal discipline, the wearing of masks and social distancing. He noted the Union's position is to let people take vacations and return back to work. With the taking of temperature, the questionnaires, the wearing of masks and the testing's, he stated these are relative ways of keeping Covid free, and to penalize people who are practicing is unnecessary.

Commissioner St. James noted he is not opposed to maybe adjusting the fourteen (14) days to ten (10) days. He went on to explain the risks on what could happen if a person that visited a state that has a cluster and then comes into work and exposes the staff. He reminded Attorney Cahill of the Covid case within the Sheriff's Department that took place a few months ago.

Director Woods said he and other counties went to the NH Public Health on the agencies and the rules are still in place for the staff of agencies and they too must follow the quarantine policy.

Commissioner Tombarello pointed out how he is working from home today because he went out of state for a few days. He is thinking about cancelling his trip to Aruba in September because he respects the quarantine policy.

Discussion ensued.

Director Kivikoski inquired about the surveillance testing for the Sheriff's and the DOC to see if they could be part of the testing and she said they could not. She said Tiffany and Lauren looked into this and the State is not making this a requirement and therefore is not available at this time.

**Moved:** Commissioner Coyle moved to approve the updated Employee Travel Guidance Policy, incorporating the newly added states of Massachusetts, Rhode Island, and Connecticut effective July 15, 2020, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Attorney Cahill said he objects and will weigh his options. He noted the hot spot in Nashua and said, without disclosure you are permitting people to travel to and from there, and then there is the preventing of someone to drive to MA and stated they are treated different. He said this is not sciences and there are least restrictive means. Commissioner Tombarello asked if he agreed we are following the guidelines put before the state. Attorney Cahill was not sure but he believes not everyone is strictly adhering to some set of guideline and stated it is false to say they are, with people driving back and forth to work in Massachusetts. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Proposed Changes to Policies, Practices and Procedures for Exempt Employees

**Moved:** Commissioner Coyle moved to approve implementation of proposed changes to the Personnel Policies and Procedures (PPP) and Payroll and Time and Attendance System Procedures and Practices for exempt employees effective September 13, 2020. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted no; Commissioner Tombarello voted no; and Commissioner St. James voted yes. **Request is denied.** Commissioner Tombarello thought there would be changes. Director Kivikoski reminded Commissioner Tombarello that he did give approval at a previous meeting and that

Commissioner Coyle voted no to the amended changes. She then went to legal for advice on the language. Upon reviewing the changes, Attorney Bailey said the language was good and gave approval. Commissioner Tombarello then apologized and said he did not see the changes. Commissioner Coyle noted he voted no this time because he voted no in the beginning. Commissioner Tombarello asked to remove the decision and to table. Commissioner Coyle **moved to rescind** the vote and to table. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes. **Request is tabled.**

*Colleen Menard joined the meeting-*

- Exception Request Pursuant to Personnel Policies and Procedures 9-3:B (Registry of Deeds Office)

**Moved:** Commissioner Coyle moved to approve Exception Request Pursuant to Personnel Policies and Procedures 9-3:B, to approve posting the Accounts Coordinator/Recording Clerk position on an internal basis only, for a 10-calendar day period, as recommended by the Register of Deeds. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes. Register of Deeds Stacey thanked the Commissioners for their approval of this request.

- Exception Request Pursuant to Personnel Policies and Procedures 6-3 (County Attorney's Office)

Attorney Conway wished to make an offer to a candidate that has work experience as a prosecutor and public defender and who has done a tremendous amount of jury trials, to include prosecuting sexual assault and homicide cases. She said this candidates experience is worth the salary she wishes to pay.

Commissioner Coyle questioned the process with this request and said we usually request to approve this once there is a resume, a record checks, approval from AG's office and such. County Attorney was asking for this approval prior to making a job offer. She noted she was on vacation when this was submitted and will follow up with the additional paperwork and asked for this request to be tabled.

Commissioner Coyle recommended tabling this request. Commissioner St. James **moved to table**. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes. **Request is tabled.**

#### Long Term Care Services – Steven Woods, Director/Administrator

- Adult Medical Day Care (AMDC) Grant Requests (3) - Senior Class Adult Day & Home Health Services

**Moved:** Commissioner Coyle moved to approve three (3) Adult Medical Day Care (AMDC) grant request from Senior Class Adult Day and Home Health Services dated July 7, 2020, as recommended by the Director of Long Term Care Services. Commissioner Tombarello seconded. Commissioner Coyle asked if they provided financial paperwork to be certain they need the help. Director Woods said they did not and noted he will reach out to them. Commissioner Coyle asked for this to be tabled. Commissioner St. James **moved to table**. Commissioner Tombarello seconded. Commissioner St. James called for a vote to table. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes. **Request is tabled.**

## V. New Business / Old Business

Director Kivikoski gave notice her department is working on Omada, an enhanced plan of Cigna and that information will go out. She said anyone could participate if they are member, dependent or spouse. Her department is in a test mode for applicant tracking over the next few weeks anticipating to roll out at the end of August. She noted recruitment is going slower than normal and speculated it may be due to the summer and the notice of us having Covid. She said the Motivate Me checks are designated for August.

Manager Bernier reported that Firstlight was at the courthouse to go forward for the fiber install, and they are working on a plan. They completed the fiber run on route 125 and should be ready soon.

Director Gates said Honeywell was able to do a hard-start on the Driscoll fire panel after the close lightning strikes and that a few panels in the Delegation office modules were lost and were reset. She stated there was no meaningful damage.

County Attorney Conway is gearing up for grand jury in August. They are going through their back trails. Additionally the court came out with a draft plan featured on their website on how to get jurors in for trials.

Register of Deeds noted the updates on the conditions at the courthouse were forwarded to everyone. She continues to wait for the glass to be installed and noted they have a lot of foot traffic.

Superintendent Church had no news to report from his department.

Major Bashaw asked if the Board would be taking up the items they tabled from the last meeting. Commissioner St. James noted he would agree to the four (4) hours on the collective bargaining, he had concern on the officers. He was waiting to hear from Director Kivikoski. Major Bashaw said the Sheriff's Department is not the same as Department of Corrections. He said they have a different command structure, training, and authority with public safety, first responders, and more. He said the High Sheriff asked him to relay this to the Board and noted this request has been approved year after year. He stated, if they table further or deny this request, the High Sheriff will consider this an interference of deliverance with law enforcement due to overtime compensation and will proceed with counsel.

Commissioner Coyle noted High Sheriff Massahos's absence from this meeting and other meetings and said for him to go ahead to pursue council if he wishes to.

Major Bashaw noted Sheriff was working on investigations and that the Board members or the Sheriff's liaison had permission to contact the High Sheriff at any time.

Director Woods reported there are no new Covid cases. He said they had a second Infection Control unannounced survey from the State of NH and he received the results and are deficiency free. His department continues to have surveillance testing consistently with Monday for residents and Tuesday for staff. He reported the last round of tests we are negative and if we are clear of Covid for an additional week the state will allow us to do window visitations. If we are clear another week after that, we can begin the outdoor visitation program. He said we are about 2-3 weeks out on being fully cleared.

Commissioner St. James noted how well housekeeping is doing and thanked them for all the cleaning they have done.

Director Nickerson noted he had a conference call with auditors Melanson and Heath yesterday to go over preparation timing on getting the items in and that they have a redesign Sheriff's file format. He is hopeful to have everything done by September 30 for the audit, with a worst-case scenario date of October 30. His department is preparing for cost reports of which are needed prior to getting audit statements done. He is collecting submissions for GOFERR, with the anticipation of a large reimbursement today. He said depending on the accruals entries for the audit, we might not have to dip into fund balance for FY2020. He noted this is good. He and Director Kivikoski were able to get the July 4 submission in and noted they are current. He will be forwarding to her the July 11 submissions and she will get them to NHES. He has had better response time and contact with the vendors. In speaking on GOFERR, he said there is an additional submission that will capture the month of September that came out yesterday. He does not believe we will hit the 1.8 million and noted any cautionary leaves are reimbursable through GOFERR and not FEMA. He explained, some things are reimbursable through FEMA and not GOFERR and the reverse and gave reminder you cannot double dip. He said we should be using  $\frac{1}{2}$  to  $\frac{3}{4}$  of the 1.8 million we should have access to.

Commissioner Tombarello noted he attended the NHAC meeting on Friday and when he spoke to them on the dues, and said he had no answer for them now and would give an answer October 15. Discussion ensued.

Director Kivikoski noted the Red Cross is in on Friday, July 17 and relayed a message from Director Woods for them to look for a different location for further drives. Director Woods gave explanation and said he was fine with them holding this here on July 17, but will ask them to seek a different location after that date.

Commissioner St. James asked for public comments.

County Attorney Conway asked of Superintendent Church if the STAR program has been opened. Superintendent Church said the STAR program is up and running.

## VI. Public Comment





# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, July 22, 2020 at approximately 8:30am

### Present:

Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Charles Nickerson, Director of Finance

### I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 9:05am.

### II. Consent Agenda

#### 1. Payroll (Finance)

**Moved:** Commissioner Tombarello moved to approve payroll in amount of \$1,331,227.51 for period ending July 18, 2020, as recommended by the Director of Finance. Commissioner Coyle seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes and Commissioner Tombarello voted yes.

### III. Adjourn

**Moved:** Commissioner Coyle moved to adjourn at 9:09am. Commissioner Tombarello seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes and Commissioner Tombarello voted yes.

Minutes taken by Director Nickerson and typed by Brella Santos:

Received by: \_\_\_\_\_

Kevin Coyle, Clerk-Rockingham County Commissioners

*Note: As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Due to COVID-19 restrictions imposed, access to the Rockingham County Nursing Home is limited to employees of this building only.*

***Zoom conferencing will not be used for this brief meeting to approve payroll only.***

***If you are not permitted access to the building and wish to attend this meeting, you may do so remotely by phone.***

***Outside callers: 603-658-6712 the pin is 1379.***

***Inside the Complex using County phone system: Dial the four-digit extension 7500 and use pin 1379.***



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Tuesday, July 28, 2020 at 8:30am

### Present: (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair-V  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent-T  
Tiffany McCarty, Director of Nursing  
Steven Woods, Long Term Care Services Director  
Brenda Santos, Senior Executive Assistant  
Gary Sakhad-T  
Tobias Dannhausen-T

Jude Gates, Director of Facilities, Planning & IT-V  
Lieutenant Kevin Walsh, Sheriff's Office -T  
Major Christopher Bashaw, Sheriff's Office-T  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director-V  
Patricia Conway, County Attorney-V  
Robin Bernier, IT Manager-V (to IT assist)  
Matt Millard, A-Copi-T

### I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 8:38am.

*The Rockingham County Commissioners find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).*

### II. RFP Openings/Awards

- Open: Ascom i63 (Engineering and Maintenance – IT)  
Opened proposals from Telesource Services Inc., Carousel Industries, and Optima Communications Systems, Inc.

**Moved:** Commissioner St. James moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and to return with recommendations for Ascom i63. Commissioner Coyle seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes.

- Open: Copiers (Engineering and Maintenance – IT)  
Opened proposals from A-Copi Imaging Studios, OFFTECH, Dove Print Solutions, Cannon Solutions America, Symquest, United Business Machines, PIF Technologies, Toshiba, Connected Office Technologies, Seacoast Business Machines, Conway Technology Group, and Ryan Business Systems.

**Moved:** Commissioner St. James moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and to return with recommendations for Copiers. Commissioner Coyle seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes.

- Open: Fernald Mechanical Room Ventilation (Engineering and Maintenance)  
Opened proposal from APH



**Moved:** Commissioner St. James moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and to return with recommendations for Fernald Mechanical Room Ventilation. Commissioner Coyle seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes.

### III. Consent Agenda

1. Minutes: July 15, 2020 (Commissioners Office)  
To approve July 15, 2020 meeting minutes.
2. Minutes: July 22, 2020 (Commissioners Office)  
To approve July 22, 2020 meeting minutes
3. Warrants (Finance)  
To approve Departmental Warrants T200863, T200986, T201057, T201059, T201083, T201084, T201085, T201087, T201096, T201097 totaling \$415,981.20; Departmental Warrants Entered by Finance T201078, T201079, T201099, T201100 totaling \$71,284.05; **Grand Total \$487,265.25.**  
To approve Departmental Warrants T210054, T210055, T210056, T210057, T210071, T210085, T210096, T210112, T210113, T210122, T210132 totaling \$240,658.21; Departmental Warrants Entered by Finance T210033, T210038, T210039 totaling \$49,147.30; AP Wire Payments T210079 totaling \$114,654.79; Payroll Warrants 07/14/2020, 07/14/2020, 07/16/2020, 07/20/2020, 07/23/2020, 07/23/2020 totaling \$246,690.84; General Ledger Warrants GL21021, GL21028 totaling \$204.00; **Grand Total \$651,355.14.**
4. Legal Invoices (General Government)  
For informational purposes.

**Moved:** Commissioner St. James moved to approve Consent Agenda. Commissioner Coyle seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes.

### IV. Reports

#### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle noted the inmate count at the jail was 100. He reported all was well with Human Resources.

Commissioner Tombarello received a detail report from Director Gates on updates from her department. He spoke with County Attorney regarding the Exception Request for today. He noted Register of Deeds Stacey was on vacation this week.

Commissioner Coyle asked about the painting of the front of this building. Director Gates reported she had testing done about one (1) month ago and it tested positive for lead. She is waiting to hear from EnviroVantage, on pricing for abatement. She said the abatement needs to be done by a certified lead abatement contractor and that she has used EnviroVantage in the past. Commissioner Coyle shared with everyone that he is certified in this, but was not available.

#### Finance Office – Charles Nickerson, Director

- Fiscal Year 2021 Benefits Related Payments

Director Nickerson explained how this is the normal annual authorization that allows us to prevent from being late in benefits payments. He said, the invoices come in at different times and they do not always ask for a net 30-day turnaround time for payments.

**Moved:** Commissioner Coyle moved to authorize the Finance Office to process payments for Fiscal Year 2021 benefits-related items including, but not limited to, medical and dental claims, third party administrative fees, various benefit premiums, stop loss fees, and workers compensation claims, as recommended by the Director of Finance. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes.

#### Human Resources – Alison Kivikoski, Director

- Proposed Changes to Policies, Practices and Procedures for Exempt Employees (Tabled 7/15/2020)

**Moved:** Commissioner Coyle moved to approve implementation of proposed changes to the Personnel Policies and Procedures (PPP) and Payroll and Time and Attendance System Procedures and Practices for exempt employees effective September 13, 2020. Commissioner St. James seconded. Commissioner Coyle does not find this to be beneficial to the county as a whole, and will be voting no. Commissioner Tombarello said after speaking with Director Kivikoski and Director Nickerson he felt comfortable with their answers. Commissioner St. James said we have been working on this for a long time and the right thing to do is to trust our employees, and then stated they are salary exempt and should be treated that way. Commissioner Tombarello called for a vote. Commissioner Coyle voted no; Commissioner St. James voted yes; and Commissioner Tombarello voted yes. Request approved.

- Exception Request Pursuant to Personnel Policies and Procedures 6-3 (County Attorney) (Tabled 7/15/2020)

**Moved:** Commissioner Coyle moved to approve Exception Request Pursuant to Personnel Policies and Procedures 6-3, to approve hiring of J.F. as an Assistant County Attorney, pending approval from the Attorney General, at a rate of \$2,992.69 biweekly (\$77,808.94 annually), this rate is above the midpoint for grade M09, as recommended by the County Attorney and Director of Human Resources. Commissioner St. James seconded and called for discussion. He suggested that the phrase “passing the NH Bar” be added, and asked how it is possible to waive taking the bar while coming from Virginia. County Attorney Conway explained how he does not have to take the bar exam because of his experience. She does not know how long it will take before the swearing in of this candidate will take place because when people waive into the bar the swearing in is usually done with those that just took the bar and that is now pushed back because of Covid to around October 3. She noted this has not happened before and that under Rules of the Supreme Court of the State of NH 36 he can practice only if someone is with him in the courtroom when addressing the court. She does not want to prevent him from starting in the office and begin training. County Attorney Conway gave assurance she has been in touch with the bar and they told her there would not be a problem, noting she has done this with attorneys from Massachusetts before. She is looking for the salary approval today and after the background check passes she will bring back again for the final approval. Commissioner St. James was fine with this and accepted the County Attorney’s explanation. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes

- Motivate Me Incentive Program

**Moved:** Commissioner Coyle moved to modify the 7/1/2020 to 6/30/2021 MotivateMe Program as outlined below and authorize the Chair to sign all related documents as recommended by Gallagher Benefit Services and the Human Resources Director. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

Long Term Care Services – Steven Woods, Director/Administrator

- Adult Medical Day Care (AMDC) Grant Request (3) – Senior Class Adult Day & Home Health Services (Tabled 7/15/2020)

Director Woods gave notice he did reach out to Senior Class on the financials and that these requests do meet the requirements.

**Moved:** Commissioner Coyle moved to approve three (3) Adult Medical Day Care (AMDC) grant request from Senior Class Adult Day and Home Health Services dated July 7, 2020, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes

- Medical Staffing Agencies

**Moved:** Commissioner Coyle moved to approve the paying of one (1) week of quarantine time of our Medical Staffing Agencies, if they travel out of state and have to quarantine for fourteen (14) days, as recommended by

the Director of Long Term Care Services. Commissioner St. James seconded. Commissioner Tombarello called for a voted. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

Sheriff's Office – Charles Massahos, High Sheriff

- Bid Waiver Pursuant to NH RSA 28:8-f – 2-Way Communications

Commissioner St. James asked what happened, and is it under warranty. Lt. Walsh said they did not know what happened and that it was not under warranty because it was five (5) years old. He explained they would not know how extensive it would be until they begin to work on it and that this amount represents the worst-case scenario and labor was included. He is hopeful it is only a connector and not the whole line.

**Moved:** Commissioner Coyle moved to approve Bid Waiver Pursuant to NH RSA 28:8-f, to 2-Way Communications in amount not to exceed \$7,454.17, for emergency repair of the East Kingston radio site (input to three (3) radios: Rock West, East and Seacoast is not functioning properly and the site is impacting emergency communication), as recommended by the High Sheriff. Commissioner St. James seconded. He asked if it was under warranty. Lieutenant Walsh said it was not. Commissioner Tombarello called for a voted. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes.

**V. New Business / Old Business**

Director Kivikoski noted the AC was not working in the HR admin building since yesterday. She did notify Director Gates and with her crew working on it now, it should be back up and running in about three (3) hours.

County Attorney Conway reported things were going well and they continue to prepare for grand jury in August. The court is giving them an extra day to the regular Tuesday, Wednesday, Thursday and added Friday. She said everything would be done essentially through video conferencing, and that her staff is conducting many test runs. The prosecution will be downstairs in the large conference room, another laptop and a projector will be up stairs with the grand jury, and the officers will join from the Police Department or wherever they may be. She expressed her thanks to Director Gates for sending county staff to the courthouse to inspect the HVAC system and the assurance they gave that the system is working. She continues with interviews, and is impressed with one candidate that has interned in Hillsborough and gave notice she will keep the Board updated.

Director Gates highlighted the report she submitted to Commissioner Tombarello. She is working with Director Nickerson on pricing and looking into potential reimbursable capital projects they may take on due to COVID, to see if funding can come through FEMA. A few of those ideas include retrofitting UV disinfection to some of the rooftops at the nursing home and the jail, touch free door openers at high traffic areas such as Fernald ground heading to the café, and security on the auto doors to the Driscoll courtyard. She noted the AC on only the second floor of the admin building was not working and that it would soon be up and running. Greg Jordan, the County Forester at UNH Coop Extension Services reached out to Director Gates regarding an insect infestation of a non-native insect at the Ladd Farm to the pine trees. He will help in coordinating someone to work with her on selective cutting to get the diseased wood out sometime in the winter. She noted this could potentially generate approximately \$1,000 in revenue.

Major Bashaw gave notice the Sheriff's Office is working on a few RFP's they will present in a few weeks.

Director Woods reported on the latest Covid round of testing and said they are waiting on the results of three (3) staff tests and that all others were negative. He noted today's testing is moved to Thursday from 7am-3pm and this is the first with Dartmouth Hitchcock. Director McCarty reported we are seeing 40%-50% of staff that agree to be tested. Director Woods said glass visits with the residents and families began yesterday, and by next Monday, they will start with outside courtyard visits and limited dining, as long as there are no positive test results.

Director Nickerson reported there is a recent update to the GOFERR vendors and stated they used generic terminology about Covid all payroll on Law enforcement and Healthcare are completely reimbursable. He said this could be a game changer on the 1.8 million that is available to the county. He will check back into this and keep the Board informed. For the last payroll, everyone should see the cash-out and there were some payroll increases. He said they are in preparation for year-end work and gave notice that Munis accounting system will not be available on Friday because they are preparing for the year-end close that day. The auditors will do

remote fieldwork in the end of August and beginning of September. His department is working on the KMS actuary request. He then gave notice he will bring forward the write-offs.

**VI. Public Comment**

**VII. Commissioners Non-Public Session**

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 9:17am. Commissioner St. James seconded. Commissioner Tombarello called for a voted. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

**Moved:** Commissioner Coyle moved to go out of non-public session at 10:27a.m. Commissioner St. James seconded. Commissioner Tombarello called for a voted. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

- Leave Without Pay – Leave of Absence Request (Registry of Deeds)

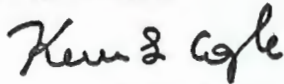
**Moved:** Commissioner Coyle moved to approve Leave Without Pay – Leave of Absence Request for a Registry of Deeds employee (M.P.), proposed benefit end date 7/31/2020, as recommended by the Register of Deeds and Director of Human Resources. Commissioner St. James seconded. Commissioner Tombarello called for a voted. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

Commissioner St. James gave notice he will be out of state on August 14 to visit his daughter, and noted he will have to quarantine for the required fourteen (14) days upon his return. Commissioner Tombarello noted he will be out of state on August 20 to attend his godson's graduation and will have to quarantine as well.

**VIII. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 10:30am. . Commissioner St. James seconded. Commissioner Tombarello called for a voted. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

Minutes taken and typed by Brenda Santos:



Received by: \_\_\_\_\_

Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, August 5, 2020 at 8:30am

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair-V

Commissioner Tombarello, Vice Chair

Commissioner Coyle, Clerk

Stephen Church, Corrections Superintendent-T

Alison Kivikoski, Human Resources Director-V

Brenda Santos, Senior Executive Assistant

Christopher Bashaw, Major, Sheriff's Office-T

Patricia Conway, County Attorney-V

Robin Bernier, IT Manager-V

Charles Nickerson, Finance Director

Steven Woods, Long Term Care Services Director

### I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 8:30am.

The Commissioners of the Rockingham County Commissioners find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).

### I. RFP Openings/Awards

- Open: 2020 Vehicles – Rockingham County (Engineering and Maintenance Services)

Opened the one proposal received and that was from Grappone Ford.

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and to return with recommendations for 2020 Vehicles. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

- Award: Fernald Mechanical Room Ventilation (Engineering and Maintenance Services)

**Moved:** Commissioner Coyle moved to award Fernald Mechanical Room Ventilation proposal to Arakelian Plumbing and Heating, LLC for a cost not to exceed \$23,200, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. Commissioner Tombarello called for a voted. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

- Award: Paper and Plastic Products –Rockingham County (Engineering and Maintenance Services)

**Moved:** Commissioner Coyle moved to award Paper and Plastic Products – Rockingham County proposal to the following vendors, as recommended by the Director of Facilities, Planning and IT, annual awarded amount per vendor not to exceed:

WB Mason \$36,730.

Central Paper \$39,059.

Geriatric Medical \$3,709.

Interboro Packaging \$5,441.

Commissioner St. James seconded. Commissioner Tombarello called for a voted. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

## II. Consent Agenda

1. Minutes: July 28, 2020 (Commissioners Office)  
To approve July 28, 2020 meeting minutes.
2. Payroll (Finance)  
To approve payroll in amount of \$1,145,596.54 for period ending August 1, 2020.

**Moved:** Commissioner Coyle move to approve Consent Agenda. Commissioner St. James seconded. Commissioner Tombarello called for a voted. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

## III. Reports

### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner St. James reported that all the testing came back negative for everyone from last week's testing.

Commissioner Coyle noted that Human Resources has requested two nonpublic hearings for today. He then reported the inmate count at the jail was at an even 100 and they were expecting the new Corrections Superintendent to start September 1.

### Human Resources – Alison Kivikoski, Director

- Exception Request Pursuant to Open Enrollment Period (Long Term Care Services)

Director Kivikoski gave explanation on this request and asked for it to be Prorate Prospective, the employees HSA amount at 11/12.

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to 2021 Rockingham County Open Enrollment period; 2020-2021 Plan Year, for an employee of Long Term Care Services (D.P.), request to approve to receive the County's HSA contribution and reactivate their HSA account, as recommended by the employee (D.P.). Commissioner St. James seconded. He asked for a discussion and asked why the check box was there. Director Kivikoski said they have to open up the account and let the county know if they want the money. She added, the county cannot open the account for them. They have to elect they want the high HSA plan and want the contribution from the county. She gave example; if someone had an account already prior to this latest enrollment and did not check to continue the account, they could not continue to add additional money to the account, and they would only be able to use the balance if any that remained. Commissioner Tombarello called for a vote. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

- Leave Without/With Pay – Leave of Absence Request (B.H.) (Long Term Care Services)

**Moved:** Commissioner Coyle moved to approve Leave With Pay – Leave of Absence Request for an employee of Long Term Care Services (B.H.), length of leave from 08/01/2020 to 8/31/2020, as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes.

- Walk-In Leave Without Pay – Leave of Absence Request (A.J.) (Long Term Care Services)

**Moved:** Commissioner Coyle moved to approve Leave With Pay – Leave of Absence Request for an employee of Long Term Care Services (A.J.), length of leave from 08/06/2020 to 8/09/2020, as recommended by the Director of Long Term Care Services and Director of Human Resources. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

### Long Term Care Services – Steven Woods, Director/Administrator

- Staffing Services Agreement – CareerStaff Unlimited; Term 9/1/2020 – 8/31/2022

**Moved:** Commissioner Coyle moved to approve Staffing Services Agreement – CareerStaff Unlimited, term 09/01/2020 to 08/31/2022, and authorize the Chair to sign all necessary documents, pending risk and legal

reviews, as recommended by the Director of Long Term Care Services. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

#### **IV. New Business / Old Business**

Superintendent Church noted the inmate count at the jail was at 98 on Monday and then went to 107. He is meeting with the Exeter Police Department and the Exeter Hospital regarding inmates that are released and where they go. He said he has no hold on inmates once they reach due process. They give funding for cabs to where they need to go, they have given courtesy rides, and if they are in need of medical help, they are brought to the hospital. Sometimes though they are in need of medical help, once they are brought to the hospital, they simply walk away. He explained how he cannot force people to do anything. He said there are many measures they take in helping those that are released. One of his staff members had purchased train tickets on their own for an individual. Commissioner Coyle said we have no legal hold on these individuals once they are released. He gave a reminder of how the Commissioners have recently tried to find a place for transitional housing and how that was shot down. Commissioner Tombarello noted how we go above and beyond and gave challenge to the communities to come up with a solution.

Commissioner St. James will meet with Julie Gilman and the local police departments and will relay to them what was discussed today.

County Attorney Conway reported all was going well with her department and that they continue to prepare for grand jury. She is waiting to hear from Human Resources on approval to send a conditional offer to the candidate she spoke of at an earlier meeting. Commissioner St. James asked if this candidate does not pass the bar would he be allowed to take it again. Commissioner Coyle said this candidate would not be permitted to work if he fails the bar. Director Kivikoski noted she would follow up and spoke on needing an orientation date. The Commissioners were fine with the conditional offer.

Manager Bernier noted all was good in her department.

Director Kivikoski said all was well in her department and that the MotivateMe money should be coming out in the next payroll. For those that did not submit on time, will see theirs in the next payroll.

Major Bashaw noted they were busy and he had no news to report.

Director Nickerson said they continue with year-end preparations and that Munis end close happened on Monday. His department is preparing the cost reports for the auditors. He spoke on federal medical assistance math with DHHS, and because CMS reopened the agreements with the state there is a difference. He will give a draft version of the IGT (Intergovernmental Transfer Agreement), with 9/30/2020 as the deadline given by CMS. He noted the difference would be close to 3 million and not the anticipated 1.8 million. He said no county is happy with this now. Commissioner Coyle said it does not conform with state law. Director Nickerson agreed with Commissioner Coyle and said that is why there is an argument from the counties.

Director Nickerson noted he will be on vacation next week and in on Tuesday. He will appear remotely for negotiations on Monday and next week he will taking his annual accounting training online from home. He gave notice he will bring forward the write-offs next week and the termination notice from OpenGov

Director Woods gladly reported the outside visits started on Monday. He gave recognition to Jenn Montplaisir and Cheri Clements for doing an amazing job in organizing this, which made the families and residents so very happy. There will be more visits today. He noted luncheons on the units begin today, the doctors and nurse practitioner are back, and the front section of the Café' is open with only one person seating per table. He said they have sent the testing out on a resident that had symptoms yesterday and that this person has been isolated.

Commissioner St. James noted he signed the mortgage discharge on the Harnois property and asked if there should be a vote on this today. Commissioner Coyle said we should have the paperwork to review and affirm this at next week's meeting.

#### **V. Public Comment**

Commissioner Tombarello asked if there were any public comments. There were no public comments.

#### **VI. Commissioners Non-Public Session**

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a-e,i,l) personnel at 9:14am. Commissioner Tombarello seconded. Commissioner Tombarello called for a vote.. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

- NH RSA 91-A:3,II (a-e,i,l) (Human Resources)

**Moved:** Commissioner Coyle moved to go out of non-public session at 10:15am. Commissioner St. James seconded. Commissioner Tombarello called for a voted. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

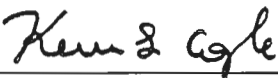
**Moved:** Commissioner St. James moved to indefinitely **seal** the August 5, 2020 Nonpublic meeting minutes. Commissioner Coyle seconded. Commissioner Tombarello called for a vote. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

**Moved:** Commissioner St. James moved to have a Board of Commissioners meeting on Friday, August 7, 2020 at 8:30am. Commissioner Coyle seconded. Commissioner Tombarello called for a vote. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

**VII. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 10:17 am. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_   
Kevin Coyle, Clerk-Rockingham County Commissioners





# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Friday, August 7, 2020 at 8:30am

## Present:

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk

Alison Kivikoski, Human Resources Director-  
Brenda Santos, Senior Executive Assistant

### I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:32am.

### II. Commissioners Non-Public Session

**Moved:** Commissioner St. James moved to go into non-public session pursuant to NH RSA 91-A:3,II (a-e,i,l) personnel at 8:32am. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- NH RSA 91-A:3,II (a-e,i,l)

**Moved:** Commissioner Coyle moved to go out of non-public session at 10:56am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner Coyle moved to indefinitely seal the August 7, 2020 nonpublic meeting minutes. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

### III. Adjourn

**Moved:** Commissioner Coyle moved to adjourn at 10:57am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:

Received by \_\_\_\_\_

Kevin Coyle, Clerk-Rockingham County Commissioner



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Tuesday, August 11, 2020 at 8:30am

### Present: (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair

Commissioner Tombarello, Vice Chair

Commissioner Coyle, Clerk

Stephen Church, Corrections Superintendent-T

Cathy Stacey, Register of Deeds-V

Donna Roe, Nurse Practitioner, Interim Administrator RCRNC

Brenda Santos, Senior Executive Assistant

Jude Gates, Director of Facilities, Planning & IT-V

Robin Bernier, IT Manager-V

Major Christopher Bashaw, Sheriff's Office-T

Charles Nickerson, Finance Director

Alison Kivikoski, Human Resources Director

Patricia Conway, County Attorney-V

### I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:33 am.

The Commissioners of the Rockingham County Commissioners find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).

### II. RFP Openings/Awards

- Open: Submersible Sewage Pump (Engineering and Maintenance Services)

Open Proposals from Carlsen Systems, LLC. Wastewater Solutions, LLC and AAA Pump Services, Inc., and Williamson Pump and Motor.

**Moved:** Commissioner Coyle moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and to return with recommendations for Submersible Sewage Pump. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

### III. Consent Agenda

1. Minutes: August 5, 2020 (Commissioners Office)  
To approve August 5, 2020 meeting minutes.
2. Minutes: August 7, 2020 (Commissioners Office)  
To approve August 7, 2020 meeting minutes.
3. Warrants (Finance)  
To approve Departmental Warrants T210060, T210061, T210062, T210063, T210064, T210087, T210088, T210090, T210097, T210114, T210123, T210124, T210132, T210148, T210149 totaling \$315,700.20; Departmental Warrants Entered by Finance T210015, T210016, T210017, T210018, T210044 totaling \$13,619.31; Payroll Warrants 7/27/2020, 7/30/2020, 7/31/2020, 8/3/2020, 8/6/2020 totaling \$62,263.06; General Ledger Warrants GL20137, GL20138 totaling \$187.50; AutoPayments-Full amount previously approved by BOC T210000, T210001, T210002, T210004, T210005, T210006, T210008, T210009, T210010, T210011 totaling \$207,251.75; **Grand Total \$599,021.82**
4. Legal Invoices (General Government)  
For informational purposes.

**Moved:** Commissioner Coyle moved to approve Consent Agenda. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

#### IV. Reports

##### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Tombarello noted he would attend the union negotiations at 11:00am today for the Maintenance department.

Commissioner Coyle reported Human Resources was doing as well as expected and that there will be a non-meeting this afternoon with Attorney Bailey.

Commissioner St. James gave recognition that Director Nickerson is on vacation this week and that he called in on Monday for negotiations, took a call on Sunday and is in this building today for the meetings. He gave a thank you to Director Nickerson.

##### Engineering & Maintenance Services – Jude Gates, Director

- Change Order Request - Block 5 Technologies – Line #11300001 Account #53600

**Moved:** Commissioner Coyle moved to approve Change Order Request to Block 5 Technologies in amount of \$46,365, line item #11300001 – Account #53600. The IT Services Agreement with Block 5 was awarded on December 4, 2018 for monthly amount of \$14,350 not to exceed \$607,700 for the term of January 1, 2019 through June 30, 2022. This Change order request is to now include the Registry of Deeds in this agreement for the remainder of the term, and will complete the consolidation of IT services countywide. The new not to exceed amount will be \$654,065.00, as recommended by the IT Manager and Director of Facilities Planning and IT. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner St. James voted yes; and Commissioner Coyle voted yes

##### Finance Office – Charles Nickerson, Director

- OpenGov-Non-Appropriations Termination Letter

**Moved:** Commissioner Coyle to approve the OpenGov Non-Appropriations Termination Letter prepared for the County of Rockingham, NH – 8/4/2020, and authorize the Chair to sign, as recommended by the Director of Finance. Commissioner Tombarello seconded. Director Nickerson said OpenGov's legal team put this together to officially terminate the contract. He noted the service OpenGov might have been good for the end user but that their features are more fitting for towns and cities, and not counties. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Year-End 06/30/2020 Write-Offs: Sheriff's Office

Director Nickerson noted these are small amounts from the Sheriff's Office, and that Deeds had brought some write-offs in for the FY and those were presented earlier. He said several are below the \$25 threshold for him to look at. He stated there was one larger amount that goes back two (2) years of which there were several efforts to retrieve payment and that they have only collected a partial of about \$900.

**Moved:** Commissioner Coyle moved to approve the year-end 06/30/2020 write-offs for the Sheriff's Office totaling \$2,813.00, as recommended by the Director of Finance and High Sheriff. Commissioner Tombarello seconded. Commissioner Tombarello asked Major Bashaw if this is for monies we have done work for we have done services or details we have not been able to collect the money from payment for. Major Bashaw gave overview. He said there were several paperwork civil services, some accidental bills and other minor amounts. He explained the largest was for a detail performed (amount of \$2194.0) for Mechanized Warfare Museum of NE, an event at the Deerfield Fair we provided private detail service in July 2018, approved by previous administration. He noted they have made numerous attempts to retrieve the cost, but they only paid a partial amount of \$900 and have had no further collections success. Commissioner Tombarello said because this is a large amount we should bring them into civil court. Major Bashaw said he has no direct experience in that and believes they have not done that before in the past. Discussion ensued. Commissioner Tombarello said he was

fine with the smaller amounts and asked to table to see if we can retrieve the \$2194.00 from Mechanized Warfare Museum of NE. Commissioner Tombarello asked Major Bashaw to look further into collecting this and if need be see if there can be a civil action that can be done to retrieve this taxpayer money. Major Bashaw said he would look into the civil aspects on this. Major Bashaw said this administration ask new vendors to prepay. Director Nickerson said he would advise to bring back next week. Commissioner Tombarello **moved to table**. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Calculation of Allowance for Uncollectible Accounts as of 06/30/2020

Director Nickerson said this is done annually to re-evaluate collectible accounts. The reason for the increase of over \$75,000 is that we did not have any write-offs for FY2020 and noted Janice is working on this for FY2021. There was an increase of \$9,000 between Medicaid and Medicare pending and that netted with the \$15,000 decrease in Medicare co insurance components equal the \$75,000. He said FY2021 allowance should come down relative amount as a result. He noted we do not give up on collecting and will continue to work on these.

**Moved:** Commissioner Coyle moved to approve to increase the 06/30/2020 Long Term Care Allowance for Uncollectible Accounts to \$1,610,158.91, an increase of \$75,330.22 in comparison to the FYE 06/30/2019 balance of \$1,534,828.68, and approve the continuation of the current methodology in place for the calculation of the Allowance for Uncollectible Accounts for Nursing Home receivables as recommended by the Finance Director and the Director of Long Term Care Services on 08/05/2020. Commissioner Tombarello seconded. . Commissioner Tombarello asked if the \$75,000 and the 1.5 million should add up to 1.6 million. Director Nickerson explained how there is a prior balance plus the current calculated, with the difference being the \$75,000. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Urban County Status-Department of Housing and Urban Development

Director Nickerson explained this is where the Federal Government sends out a letter annually to notifying we qualify for urban county status. We can have a separate carve out on the CDBG, such as what Portsmouth has done on a separate municipal level, as far as a direct award to us. In turn, we would have to serve in the role of CDFA but will have to do all the work, scrutinize, score and monitor those that we would allow to receive funding. It will restrict the total amount to other towns outside of Portsmouth on how much they will get. Commissioner Coyle pointed out this is guaranteed money coming into Rockingham County. Director Nickerson agreed and again stated we would have to do the work as CDFA does now. Discussion ensued. Commissioner St. James asked if we were to qualify would we then be able to build a building. Director Nickerson gave examples of how it could be used and said Derry has used it for housing associations to improve on water and sewage treatment facilities. They utilize it for planning and studies to see the feasibility of possible future larger projects. He said Rockingham County could submit on our own and apply now for the awards without the urban county status. Commissioner Tombarello asked how many are there and is Rockingham County entitled to at least one. Director Nickerson said there are four (4) types of CDBG awards of the higher \$500,000 limit and we could submit for each on our own.

Director Nickerson said we have to send a letter to accept, and if we do not respond, it is accepted automatically that the County is declining the entitlement status.

**Moved:** Commissioner Coyle moved to decline Rockingham County's entitlement status for urban county status under the Community Development Block Grant Program (CDBG) for Fiscal Year 2021, an estimated funding of \$1,228,600, and authorize the Chair to sign the written response to the local HUD Field Office stating such decline, as recommended by the Director of Finance. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted and gave reminder that he voted to accept this entitlement status last year. Commissioner Tombarello said he would say no to decline, and asked if we say no we could still apply for one (1) of the other four (4), if we said yes we will get funding, and if we decline we can still get funding on our own. Director Nickerson said if you vote yes to accept this, he would recommend we would need to seek the services of Donna Lane if we were to use the monies, either way. Discussion ensued. Commissioner Coyle said if we accept we are guaranteed to get the 1.22 million for Rockingham County. Director Nickerson noted we could approve using the monies for any of the 36 Rockingham County towns and that Portsmouth would not be included because of them taking their own urban county status. Commissioner Coyle noted, we could have approved Farmsteads last year where the CDFA declined there application. Commissioner St. James noted there will be a cost to us to hire someone to manage this and that we noted this

last year. Commissioner Coyle said he understood we would have to hire someone, but were there were applications denied, we would have more of a say and stated we would be guaranteed the 1.22 million. Commissioner Tombarello voted no. Commissioner St. James voted yes. Request to decline urban county status is denied.

Director Nickerson asked if a letter would be done to accept the status, because if you let it pass it will show we declined.

**Moved:** Commissioner Coyle moved to accept Rockingham County's entitlement status for urban county status under Community Development Block Grant Program (CDBG) for Fiscal Year 2021, an estimated funding of \$1,228,600.00, and authorize the Chair to sign the written response on behalf of the County, to the local HUD Field Office stating such acceptance, as recommended by the Commissioners. Commissioner Tombarello seconded. Commissioner St James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted no and stated motion carries.

Long Term Care Services – Steven Woods, Director/Administrator

- Mortgage Discharge: 30 Crooked Cartway North, West Barnstable, Massachusetts-Harnois

**Moved:** Commissioner Coyle moved to affirm the approval and authorization for the Chair to sign the Mortgage Discharge and Extension of time (signed on July 31, 2020 by the Chair), from the Harnois Irrevocable Trust, property location 30 Crooked Cartway North, West Barnstable, Massachusetts. Commissioner St. James noted how this confirms what Commissioner Coyle said in never giving up on money owed the County. Commissioner Tombarello seconded. Director Nickerson said for the whole account they have already written off, and originally the property value was about \$600,000 which is less now because the building is no longer there. Now whatever we end up having to write off is fully reserved fund. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

## V. New Business / Old Business

Commissioner St. James gave notice that next week is a payroll week and that we will skip the August 26<sup>th</sup> meeting and have no meeting that week.

County Attorney Conway said her department remains busy. She gave notice she will be in grand jury next week and therefore will not be attending the August 19 meeting. The candidate she spoke of has accepted the position and she has one more position open.

Director Gates said all was well with her departments and reported there was a nineteen (19) hour power shut down last week and they continue to work on some residuals. There is one circuit that has not been reset, it may be belong to the vendor, and that she will do a walkthrough with them next week. The electric fire pump is not functional, but the diesel is and the fire department is fine with it. She is hoping it will be resolved in two (2) days. She will keep Brenda informed if it should rise to an insurance claim. Director Gates then noted the barriers are going up in Deeds and should be completed in a few days

Manager Bernier had no new news to report.

Register of Deeds Stacey confirmed the glass was dropped off yesterday afternoon and they are fabricating the metal works for the counters and should be working on them today. She noted her department has reached two (2) million in transfer taxes and they are 22% above the same time last year. Their website is down due to the storms in the midwest, but they can still work and are open for updating and recording.

Superintendent Church noted the inmate count at the jail was at 99. His department is getting inquiries from all over the country on the MAT program. A Sheriff from New York is coming out at the end of the month to see what we do and how he can role model what Rockingham County is doing. Commissioner St. James asked who prescribes the medication now that we have MAT. Superintendent Church said the doctor does and explained the in depth process. Our on-staff doctor with PrimCare is the ex-waiver doctor, which is required, and has to be licensed to administer these medically assisted treatment. He noted, this is now a clinic and we have a prescribing doctor on staff.

Director Nickerson continues year-end items. He had inquiries from Wipfli for cost reports and will work with Janice to gather the information for Medicaid cost report. He will connect in remotely tomorrow on the FMAT situation with the counties, and noted DHHS will connect in. He anticipates a major dispute. Commissioner Coyle asked if the counties have put together a plan. Director Nickerson said there has been discussion and the best cost effected way is for the counties to come together and get counsel. Commissioner Coyle said we should get on that soon. Director Nickerson spoke of the ITG that has to be signed off, a requirement of CMS. He noted DHHS wants this and CMS requires it. Commissioner Coyle asked why not just pay what we think we should pay. Commissioner Tombarello said at least by doing that it shows good faith in what we should pay. Director Nickerson said it would be merely doing the math to the invoice. Commissioner St. James suggested that Director Nickerson could go to the counties and make this statement of what Rockingham would be doing. Commissioner Coyle noted it would be difficult to get back the money if we pay over. Director Nickerson will bring back the update.

Interim RCRNC Administrator Roe appeared at 9:07am.

Director Kivikoski spoke of MotivateMe and noted they are waiting on Cigna to update their platform and will send notice to the employees. She gave favorable reports on the OMADA and said there were ten (10) people that have enrolled and that everyone is pleased with this. She said you can join in at any time during the year and reported it is a robust program that has a support group across the county. All else is good.

Interim RCRNC Administrator Roe had no significant updates to report.

Director Nickerson ask if we are cancelling an AP week can an AP run be added to a payroll week. He was given approval to do this.

Commissioner Tombarello asked about the layoffs in the Strafford County Sheriff's department. Commissioner St. James said there were thirteen (13). Commissioner Tombarello suggest a check be made in our civil out back. Director Nickerson believed the layoff's had to do with ICE transportation operations. Register of Deeds Stacey also said she was informed it was due to ICE. Commissioner Tombarello reported he spoke to Ray Bower and George Maglaris and the information they shared was that it was in part to ICE and in part to civil. Commissioner Coyle asked Director Nickerson to look into the numbers in our civil over the past six (6) months.

Commissioner St. James called for public comments.

## **VI. Public Comment**

Major Bashaw stated the Sheriff's Office was skipped for new/old business.

Commissioner St. James told Major Bashaw he could speak under public comments. He noted the Sheriff was not in attendance of meetings lately, and asked if the Sheriff wants to join in, he invites him to do so.

Major Bashaw said Sheriff Massahos told him he could represents the Sheriff and asked why as a representative he could not speak.

Commissioner St. James told Major Bashaw he could comment under public comments.

Major Bashaw said he would comment on the comment earlier by a liaison and that on multiple occasions we have invited our liaison to contact the sheriff. He then confirmed that Register of Deeds Stacey is correct on the Strafford County Sheriffs in how the deputies are assigned. He has spoken with several people over at Strafford and said it is a direct result to Federal short falling in funding.

Commissioner Tombarello said he spoke with Ray Bower Strafford's administrator and with the Chairman of the BOC yesterday, after he saw the newspaper article. He suggested Major Bashaw should speak with them on the details because a portion was due to ICE and a portion was due to the lack of work.

Major Bashaw said there is information of Strafford's Sheriff's being already over expenditures of the budget and that is where the direct result of the lay-offs have to occur. He noted we have not over expended our budget here.

Commissioner St. James asked Major Bashaw to bring back to the Sheriff that it would be nice for him to join us. He noted no news has come out of the Sheriff's office weekly other than all was good. He expressed his

concerned with the news of a new hire from the Sheriff's office and that information, coming out of the Sheriff's Office, was not brought before the board. Major Bashaw said the liaison could call the Sheriff at any time.

Major Bashaw said the Sheriff used to go to all the meetings and tried to present all the weekly stats and that was ended. He went on to say, at one point he was informed by his liaison and the Chair that the board were not interested in the report. He does not know why the board is so interested now. Major Bashaw stated that this request is a political maneuver now that one of the board members who has a direct conflict of interest, now wants to use it to grandstand and attack the Sheriff, and he feels it is inappropriate.

Commissioner asked for Major Bashaw to stop and said the person you are referring to did not bring this up. Commissioner St. James noted it was he that has given the request and not another member of the Board. He gave examples of how the departments inform their liaison in an overview listing. He said the Sheriff's reports were more detailed than they needed to be, that is all.

Major Bashaw addressed Commissioner Coyle and said do you ever contact your departments you are liaison to. Commissioner Coyle said in answer to that question, no he does not call and that he receives a weekly update from Director Kivikoski and from Superintendent Church and nothing from Sheriff Massahos. Major Bashaw then said, you should call for information and it is our understanding that these are Board of Commissioner's meetings, and it is your duty to attempt to elicit the information and you need to do your job.

Commissioner St. James felt Major Bashaw is misinformed and stated so. Commissioner St. James gave examples of how all departments give weekly reporting to their liaison on issues such as revenue or issues in the office.

Major Bashaw said myself and the Sheriff have attended these public meetings. Commissioner St. James asked if they call their liaison. Major Bashaw stated while referring to High Sheriff Massahos, is an elected official and is not a department head that reports directly to the Commissioners, and that he as does not have to answer to them.

Commissioner Tombarello said he brought this matter up because of a newspaper article and did not intend for it to be a blow-up. He addressed Major Bashaw and suggested for him to look into the workshare guide through NH unemployment because it is in the newspaper. He said there is a percentage that unemployment would pay. He will forward the approximately fifty-seven (57) pages if it is something we could look at.

Commissioner St. James noted there being no further comments, we have a non-public to move to.

## VII. Commissioners Non-Public Session

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 9:22 am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

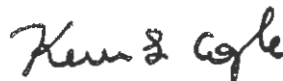
**Moved:** Commissioner St. James moved to go out of non-public session at 10:17 am. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes.

**Moved:** Commissioner Coyle moved to seal the non-public meeting minutes. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

## VIII. Adjourn

**Moved:** Commissioner Coyle moved to adjourn at 10:18 am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:



Received by: \_\_\_\_\_

Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, August 19, 2020 at 8:30am

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair-V  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent-T  
Cathy Stacey, Register of Deeds-V  
Patricia Conway, County Attorney-V  
Meghan Welsh, Assistant Director of Nursing

Jude Gates, Director of Facilities, Planning & IT-V  
Albert Brackett, Chief Deputy, Sheriff's Office-T  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Donna Roe, APRN-Interim Administrator RCRNC  
Janice Demers, Director of Fiscal Services LTC  
Brenda Santos, Senior Executive Assistant-V

### I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 8:31am.

*The Commissioners of the Rockingham County Commissioners find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org)*

### II. RFP Openings/Awards

- Open: Special Wash and Wear Uniform (Sheriff's Office)  
Open proposals from Neptune Uniforms & Equipment Inc. and Top Notch Apparel

**Moved:** Commissioner Coyle moved to authorize the High Sheriff to review, evaluate the proposals, and to return with recommendations for Special Wash and Wear Uniform. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner St. James voted no; Commissioner Coyle voted yes; and Commissioner Tombarello asked for a comment from Commissioner St. James. There were no further comments. Commissioner Tombarello voted yes and stated motion carries.

- Award: Laboratory Services (Long Term Care Services)

**Moved:** Commission Coyle moved to award RFP Laboratory Services term 01/01/2021 through 12/31/2023 to Elliot Hospital Laboratory, located in Manchester, NH, in amount not to exceed \$24,000.00, as recommended by the Director of Fiscal Services. Commissioner St. James seconded. Commission Tombarello called for a vote. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

- Award: X-Ray, ECG, Doppler & Ultrasound Services 12/15/2020 -12/14/2023 (Long Term Care Services)

**Moved:** Commissioner Coyle moved to award RFP X-Ray, ECG, Doppler & Ultrasound Services for the term 12/15/2020 to 12/14/2023 to MMDS of Boston, LLC (located in Newton, MA), in amount not to exceed \$15,000.00 annually, as recommended by the Director of Fiscal Services. Commissioner St. James seconded.



Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes.

### III. Consent Agenda

1. Minutes: August 11, 2020 (Commissioners Office)  
To approve August 11, 2020 meeting minutes.
2. Payroll (Finance)  
To approve payroll in amount of \$1,118,863.78, for payroll period ending August 15, 2020.
3. Population Report (Department of Corrections)  
For informational purposes.
4. Warrants (Finance)  
To approve Departmental Warrants T210094, T210115, T210116, T210117, T210125, T210154, T210155, T210158, T210159, T210160 totaling \$303,321.23; and AP Wire Payments T210046 totaling \$1,244,535.00; Grand Total \$1,244,535.00

Commissioner Coyle asked if the wire transfer was the State bill. Director Nickerson responded it was the State bill. Commissioner Coyle said he does not wish to pay more that the County is required to pay by law. Director Nickerson relayed information from the NHAC meeting. He said the other counties were looking to have discussion with the DHHS Commissioner, and were looking to be one unified action by all ten counties. Commissioner Tombarello relayed he spoke with the Dupont Group at NHAC/Chuck Weed and Kate Hogan, and reported the counties were looking to do what Rockingham would do and pay only what they felt they should have to pay. He noted Cheshire County did not pay the whole bill and that they were willing to let the state go ahead and re-bill them for the difference. He said the Dupont Group suggested the counties should hire a lawyer to represent all ten counties or for each county to hire a separate lawyer (10 total) to get an assessment. He noted NHAC has not budgeted funding for this representation. Discussion ensued.

Director Nickerson gave understanding of the bill and said the July bill is always lower than normal because the July bill always has a credit; the credit is our allocation of \$5 million. The credit comes out in that bill due at the end of this month. He asked for an amendment to the vote on the amount in payment to DHHS because it is not the credit amount we would figure the 12.4% but the billing for services piece only.

**Moved:** Commissioner Coyle moved that we approve items #1, #2, and #3 the consent agenda and vote on #4 Warrants separately. Commissioner Tombarello seconded. Commissioner Tombarello called for vote. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

**Moved:** To approve Departmental Warrants T210094, T210115, T210116, T210117, T210125, T210154, T210155, T210158, T210159, T210160 totaling \$303,321.23; and AP Wire Payments T210046 totaling \$1,244,535.00; minus the 12.4% credit that we should take from the total. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes. Commissioner Tombarello noted Director Nickerson would send the revised totals. *Later in the meeting: Director Nickerson gave update on the AP Wire transfer to DHHS Bill T210046 and said instead of \$1,244,535.00 the amount now is \$1,037,350.00, noting the \$207,185.00 (12.4%) decrease.*

### IV. Reports

#### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle noted he has a meeting with Director Kivikoski and the Sheriff Supervisors today. He said things were going as well as expected in Human Resources, and have been busy with all that is going on. He reported the inmate count at the jail was at 94.

Commissioner Coyle heard from Finance and was informed the Sheriff Department revenues from January 1, 2020 to June 30, 2020 were down \$200,000 from previous years, which has him concerned. He asked if Chief Deputy Brackett would address this. Chief Deputy Brackett reported the revenue figures for April and May could have dropped due to Covid. He said they are seeing a slow increase in civil work over June and July, with everything beginning to open up, to include the schools, he can see there will be an impact.

Commissioner Coyle asked if the budgetary expenses have corresponded with the amount going down this year. Chief Deputy Brackett noted he does a status report every month and with people working from home he is tracking those numbers with finance and is waiting for that information. He expressed his concern to the overtime they have seen over the past few weeks with back-to-back hospital details. He will look at the areas they can cut back on.

Janice Demers informed Commissioner St. James that they have been working on sending collections letters.

Commissioner Tombarello reported how happy everyone at the Registry of Deeds were, now that the glass was installed yesterday. He received an e-mail from County Attorney Conway and relayed she would not be here today because of grand jury and said her department now ramping up. He said he received a detail report from Director Gates and that there has been a lot going on throughout the County. One of the concerns with her department was the electrical problem, and he was glad to report that has been resolved.

#### Engineering & Maintenance Services – Jude Gates, Director

- Bid Waiver Pursuant to NH RSA 28:8-f to Honeywell Building Solutions

**Moved:** Commissioner Coyle moved to approve Bid Waiver Request pursuant to NH RSA 28:8-f to Honeywell Building Solutions in amount of \$47,606.00, for the upgrade of two HC 900 Controllers at the Jail, noting Honeywell Building Solutions is a sole source vendor, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes.

- Change Order Request – Trane Corporation

**Moved:** Commissioner Coyle moved to approve Change Order Request to Trane Corporation in amount of \$3,705.00, PO #21000011 for \$17,514 was issued on 7/2/2020 following the RFP process and a vote of the Board to award to Trane Corporation; when execution of the work, i.e., leak check and repair of the Jail Chiller, revealed additional parts requiring replacement, as outlined with approval, the new total of the PO will be \$21,206, as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes.

#### Finance Office – Charles Nickerson, Director

- Year-End 06/30/2020 Write-Offs (Sheriff's Office)

Director Nickerson was not able to get in touch with the Sheriff. He was hoping the Commissioners would approve the write-off total of \$619 and revisit the larger amount. Chief Deputy Brackett asked to withdraw that invoice for the larger amount and said they will be more aggressive in collecting this. He will send a certified letter and if necessary take civil court action. Discussion ensued.

**Moved:** Commissioner Coyle moved to approve the year-end 06/30/2020 write-offs for the Sheriff's Office totaling \$619.00, as recommended by the Director of Finance and High Sheriff. Commissioner Tombarello seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes.

#### Human Resources – Alison Kivikoski, Director

- AmWins - Retiree Prescription Drug Plan; 01/01/2021 to 12/31/2021

**Moved:** Commissioner Coyle moved to approve AmWins continue Drug plan only offered to Medicare-Eligible retirees at an approximate 4.09% increase on basic and 4.10% increase on the enhanced drug program. These plans are 100% retiree paid. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes.

- Request to Host Red Cross Blood Drive(s)

**Moved:** Commissioner Coyle moved to allow the Red Cross to utilize the Hilton Auditorium for blood drives in September and December 2020, as recommended by the Director of Human Resources. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes.

- Exception Request Pursuant to Personnel Policies and Procedures 6-4 (D.R.) (Long Term Care Services)

**Moved:** Commissioner Coyle moved to affirm approval made on 8/7/2020, Exception Request pursuant to Personnel Policies and Procedures 6-4 for an employee of Long Term Care Services (D.R.) for covering significant duties in the absences of two management-level employees in Long Term Care Services, in addition to her regular duties, effective 8/9/2020. Commissioner St. James seconded and gave permission for Brenda Santos to e-sign his signature on documents he gives his approval on. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes.

- Payroll Change Notice (D.R.) (Long Term Care Services)

**Moved:** Commissioner Coyle moved to approve Payroll Change Notice, approved on 8/7/2020, for an employee of Long Term Care Services (D.R.), for coverage effective 08/09/2020. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes.

- Exception Request Pursuant to Personnel Policies and Procedures 6-4 (J.D.) (Long Term Care Services)

**Moved:** Commissioner Coyle moved to affirm approval made on 8/7/2020, Exception Request pursuant to Personnel Policies and Procedures 6-4 for an employee of Long Term Care Services (J.D.) for covering significant duties in the absences of two management-level employees in Long Term Care Services, in addition to her regular duties, effective 8/9/2020. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes.

- Payroll Change Notice (J.D.) (Long Term Care Services)

**Moved:** Commissioner Coyle moved to approve Payroll Change Notice, approved on 8/7/2020, for an employee of Long Term Care Services (J.D.) for coverage effective 8/9/2020. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes.

- Leave Without Pay – Leave of Absence Request (M.P.) (Registry of Deeds)

**Moved:** Commissioner Coyle moved to approve Leave Without Pay – Leave of Absence Request for an employee of Registry of Deeds, (M.P.), leave time from 09/01/2020 to 10/31/2020, noting this is not recommended by the Register of Deeds and is not recommended by the Director of Human Resources. Commissioner St. James seconded. Commissioner Coyle asked for discussion and addressed Register of Deeds Stacey in saying; you do not give your support to this because you need someone in the office. Register of Deeds Stacey noted this person has been out five (5) months and this would make it seven (7). She explained how busy her office is and how she needs this person at the office, and that they should be making other arrangements to their situation at home. She pointed out how she has people that stayed at work for ten (10) weeks while other people were out, and that it has become stressful for those that have stayed. Commissioner Tombarello called for a vote. Commissioner St. James voted no; Commissioner Coyle voted no; and Commissioner Tombarello voted no. Request Denied.

- Leave Without Pay – Leave of Absence Request (Long Term Care Services)

**Moved:** Commissioner Coyle moved to approve Leave Without Pay – Leave of Absence Request for an employee of Long Term Care Services (A.J.), leave time from 08/10/2020 to 09/02/2020, as recommended by the Director of Fiscal Services and the Director of Human Resources. Commissioner St. James seconded.

Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes.

Long Term Care Services – Steven Woods, Director/Administrator

- 2021 Facility License Renewal Application

**Moved:** Commissioner Coyle moved to approve 2021 Facility License Renewal Application and authorize the Chair to sign affirming all information provided is true and accurate, as recommended by the Director of Fiscal Services. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

- New Hampshire Medicaid provider Participation Agreement for Donna Roe, APRN

**Moved:** Commissioner Coyle moved to approve New Hampshire Medicaid Provider Participation Agreement for Donna Roe, APRN, and authorize the Chair to sign all necessary documents, as recommended by the Director of Fiscal Services. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

- AmeriHealth Caritas New Hampshire, Inc. Ancillary Services Agreement

**Moved:** Commissioner Coyle moved to approve AmeriHealth Caritas New Hampshire, Inc. Ancillary Services Agreement, pending risk and legal reviews, as recommended by the Director of Fiscal Services. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes; Commissioner St. James voted yes; and Commissioner Tombarello voted yes.

- Amendment to Renew Stericycle Service Agreement; 11/01/2020 to 10/31/2021

**Moved:** Commissioner Coyle moved to approve Amendment to renew Stericycle Service Agreement (term 11/01/2020 to 10/31/2021), noting no Primex related risk concerns regarding amendment, and authorize the Chair to sign all necessary documents, as recommended by the Director of Fiscal Services. Commissioner St. James seconded. Commissioner Tombarello called for a vote. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

## V. New Business / Old Business

Register of Deeds Stacey reported the glass has been installed and everyone is happy in the office. Her department continues to be busy and have been short staff and will continue to do so, as they are nearing the end of vacations. Another employee gave their notice to her with Friday as their last day. She needs staff to return and gave concern that no one will agree to the shoulder-to-shoulder training.

Superintendent Church gave notice of an academy graduation a week from Friday and in a few weeks there will be another class. He noted they have funding for this and if need be they may have to go to the Executive Committee for additional funding. They are currently holding to the low inmate count and have looked at mitigating risks on who can be kept together. If the count continues to the low 90's he will speak with the Commissioners further.

Chief Deputy Brackett said they are holding up on cases due to grand jury. He noted New England is opening up with bringing in prisoner. He reported warrants have been up over the past three (3) weeks.

Director Gates said they had the safety inspection last week on areas such as sprinklers, fire extinguishers and more, and reported it went well.

Director Kivikoski shared sad news of the passing of the spouse of an employee who works in housekeeping. She asks that everyone keep Donna in his or her thoughts. She will send condolences on behalf of the county to her.

Director Kivikoski gave notice about Zoom meeting on Changes to Practices, Policies, and Procedures for Salaried/Exempt Employees that will begin Thursday and run through 9/9/2020. People will have to sign off they participated and have received the information. She noted the voluntary Covid testing is Friday for the Nursing Home population, Human Resources and Director Gate's staff. Because this testing remains as part of the

surveillance, the state has not open up testing for departments such as Deeds, and Department of Corrections and the Sheriff's.

Director Kivikoski noted she has a non-meeting to go over open items for negotiations.

Director Nickerson has completed his annual GAC (Governmental Auditing Training Conference) and noted everyone had to do it remotely. He attended the single audit update session and found out that all the \$1million of CARES Act money we received does qualify us for a single audit. The question is do we have a single audit for year ending 6/30/2020 or for year ending 6/30/2021. He said it hinges on the revenue recognition because we use from March to the end of year. He noted we might not qualify for 6/30/2020 with all the monies from the Federal Government, but will for the audit year ending 6/30/2021. He gave notice he is applying for GOFERR money for Long Term Care Assisted Living facility for used to cover for lost revenues. He said 9/15/2020 deadline is approaching for the submission to GOFERR to go against the \$1.8 million that we are allotted from the state, and since they opened it up for all of nursing homes and a good portion of Sheriff's wages; we will have 100% access, under the CARES Act.

Director Nickerson noted it was an interesting payroll with everyone working remotely, and they got it done. There should be another Long Term Care stabilization run for 7/25/2020 and he believes there will be one more after that. They continue to work on year-end cost reports and financial statements, and remain busy.

*Meghan Welsh and Donna Roe joined the meeting at 9:12am.*

Director Nickerson gave update on the AP Wire transfer, as discussed earlier during the consent agenda. He said the AP Wire transfer to DHHS bill warrant T210046 amount of \$1,244,535.00 is now \$1,037,350.00 and noted the \$207,185.00 decrease.

Donna Roe noted she would have a non-public.

Janice Demers said CMS is opening up facility audits on Medicare/Medicaid.

Commissioner St. James gave reminder there will be no Commissioners meeting next week.

## **VI. Public Comment**

### **VII. NH RSA 28:10-a Hearing 9:15am**

Commissioner Tombarello asked if C.L. was present and said he will leave the hearing open for a few more minutes, in the event this person comes in late.

Commissioner Tombarello called Public Hearing pursuant to NH RSA 28:10-a, at 9:20am and asked if C.L. was present and if C.L. wished to be heard in a public or non-public hearing. Commissioner Tombarello noted C.L. was not present for the hearing. Donna Roe spoke on behalf of the department on this and gave reasons for the termination, while reciting the letter dated 8/12/2020 that had been sent to C.L. and copied to Mr. Sean Bolton/SEA/SEIU 1984. Mr. Bolton was not present for this hearing.

Commissioner St. James gave compliments to the staff with the processes that are implemented. Commissioner Coyle asked if this was reported to the state. Donna Roe said it has been reported to the state and Rockingham has been given deadlines to send records, videos, and other supporting documents to the state. She will review everything with Human Resources before she sends information to the state. Director Kivikoski noted the security practice in place for how this information is stored.

Commissioner Tombarello called for further comments. There were no further comments.

**Moved:** Commissioner Coyle moved, after hearing held, to terminate and employee of Long Term Care Services (C.L.), as recommended by the Interim Director of Long Term Care Services and Director of Human Resources. Commissioner St. James seconded. Commissioner Tombarello called for a voted. Commissioner St. James voted yes; Commissioner Coyle voted yes; and Commissioner Tombarello voted yes.

Commissioner Tombarello asked for further public comments. There were no further comments.

### **VIII. Commissioners Non-Public Session**





# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, September 2, 2020 at 8:30am

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent- T  
Cathy Stacey, Register of Deeds-V  
Janice Demers, Director of Fiscal Services LTC  
Deputy David Vachon, Sheriff's Office-T  
Brenda Santos, Senior Executive Assistant  
William Cahill, Esquire, Teamsters Local 633-V  
Deputy Joseph Costa, Sheriff's Office-T

Jude Gates, Director of Facilities, Planning & IT-V  
Patricia Conway, County Attorney-V  
Major Christopher Bashaw, Sheriff's Office-V  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Robin Bernier, IT Manager-V  
Donna Roe, APRN  
Brian Chirichiello, Representative-V  
Donna Lane-CDBG Specialist – V

### I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:33am.

*The Commissioners of the Rockingham County Commissioners find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org)*

### II. RFP Openings/Awards

- Open: Inmate Personal Care Items (Department of Corrections)  
Opened proposals from Charm-Tex NY, Charmtex NC, Aasdel Corp, and Americare Products Inc.

**Moved:** Commissioner Coyle moved to authorize the Corrections Superintendent to review, evaluate the proposals; and to return with recommendations for Inmate Personal Care Items. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James Voted yes.

- Open: Janitorial Products (Engineering and Maintenance Services) \*(Original open date 8/26/2020)  
Opened proposals from Central Paper, Sam Tell & Son Inc., Hillyard Inc, WB Mason, and Clean-O-Rama.

**Moved:** Commissioner Coyle moved to authorize the Director of Facilities, Planning and It to review, evaluate the proposals, and to return with recommendations for Janitorial Products. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James Voted yes.

- Open: Onboarding Software (Human Resources)  
Opened proposals from GOCO, NEOGOV, Smart ERP Solutions, Kronos and ZYX Integrated Technologies Inc.

**Moved:** Commissioner Coyle moved to authorize the Director of Human Resources to review, evaluate the proposals, and to return with recommendations for Onboarding Software. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James Voted yes.

- Open: RSCO Uniforms and Equipment (Sheriff's Office) \* (Original open date 8/26/2020)  
Opened proposals from Neptune.

**Moved:** Commissioner Tombarello moved to authorize the High Sheriff to review, evaluate the proposals, and to return with recommendations for RSCO Uniforms and Equipment. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James Voted yes.

- Open: FY2021 Vehicle Upfit Equipment (Sheriff's Office) \* (Original open date 8/26/2020)  
Opened proposals from Global Public Safety, Adamson Industries, ITS, and NEVO.

**Moved:** Commissioner Coyle moved to authorize the High Sheriff to review, evaluate the proposals, and to return with recommendations for Upfit Equipment. Commissioner Tombarello seconded. Commissioner Tombarello noted the marked and the unmarked. He asked Major Bashaw to walk them through this and asked if the subcommittee knew of this at the time of the budget. Major Bashaw said the subcommittee was informed the Sheriffs were looking to purchase four (4) vehicles and one (1) van. He explained by making two (2) of the four (4) vehicles pick-ups, it would make the cost come in below budget. Commissioner Tombarello asked where a prisoner would be placed in these pickups. Major Bashaw responded they would not be using these vehicles to transport a prisoner. Commissioner Tombarello clearly stated he would have to be sold additionally on this, and is not seeing the need for pickups for the Sheriff's Office. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James Voted yes.

- Open: Concealable/Tactical Body Armor (Sheriff's Office)  
Opened proposals from Safe Life Defense and Atlantic Tactical Inc.

**Moved:** Commissioner Coyle moved to authorize the High Sheriff to review, evaluate the proposals, and to return with recommendations for Concealable/Tactical Body Armor. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James Voted yes.

- Open: Radio Site Generators (Sheriff's Office)  
Opened proposals from Philbricks Generators, and Palmer Gas and Oil.

**Moved:** Commissioner Tombarello moved to authorize the High Sheriff to review, evaluate the proposals, and to return with recommendations for Radio Site Generators. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James Voted yes. Major Bashaw noted they sent notice to multiple vendors, published on the county website and public purchase.

- Award: Ascom Wireless Phones (Engineering and Maintenance – IT)

**Moved:** Commissioner Coyle moved to award Ascom Wireless Phones to Carousel in amount not to exceed \$18,778.55, as recommended by the IT Manager and Director of Facilities, Planning and IT. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James Voted yes.

- Award: Wash and Wear Uniforms (Sheriff's Office)

**Moved:** Commissioner Coyle moved to award Wash and Wear Uniforms to Neptune Uniforms & Equipment, Inc in amount not to exceed \$24,164.25, as recommended by the High Sheriff. Commissioner Tombarello seconded. Major Bashaw noted these would be 100% grant funding and anything additional falls under the JAG COVID. Commissioner St. James said he would not agree to this, seeing that we just purchased uniforms. Major Bashaw explained as outlined by the CDC because of COVID-19 uniforms have to be laundered every day, and to not create wear and tear on the regular uniforms, he said this one time purchase would help.



Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted no; and Commissioner St. James voted yes. Motion approved.

### III. Consent Agenda

1. Minutes: August 19, 2020 (Commissioners Office)  
To approve August 19, 2020 meeting minutes.
2. Payroll (Finance)  
To approve Payroll in amount of \$ 1,125,347.50, for payroll period ending August 29, 2020.
3. Warrants (Finance)  
To approve Departmental Warrants T210098, T210118, T210119, T210120, T210126, T210133, T210134, T210164, T210165, T210166, T210167, T210184, T210187, T210192, T210193 totaling \$697,330.57; Departmental Warrants Entered by Finance T210208, T210209, T210210, T210211, T210212 totaling \$7,433.70; BOC previously authorized payments T210073, T210153, T210156, T210177, T210178 totaling \$192,698.78; Grand Total \$897,463.05
4. Population Report (Department of Corrections)  
For informational purposes.
5. Legal Invoices (General Government)  
For informational purposes.

**Moved:** Commissioner Coyle moved to approve Consent Agenda as written. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes, Commissioner Coyle voted yes; and Commissioner St. James voted yes.

### IV. Reports

#### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Tombarello noted he would support Registry of Deeds Stacey on the agenda item today. He said the County Attorney's office remains busy. Director Gates sent him detailed report on what is going on in her departments.

Commissioner Coyle noted the inmate count at the jail was at 101, and that the COVID situation seems to be improving and with the additional testing, he reported all the staff is negative. He said the Human Resources department continues to be busy and that he receives a call from Director Kivikoski on a daily basis.

Commissioner St. James gave a welcome to Jason Henry and noted he is mentoring and being tutored by Superintendent Church, and asked for a round of applause. Incoming Superintendent Henry said he is looking forward to meeting everyone.

#### Corrections – Stephen Church, Superintendent

- Glendale Invoice #106JUL2020

Superintendent Church explained how this is not specific throughout the contract language. He is looking to have approved the \$13,000, the July inmate labor. He said because of COVID restrictions they have not been able to send anyone anywhere. Commissioner Coyle asked if the county could claim on COVID reimbursement. Director Nickerson said we are using the COVID project code for this and included the PPE supplies, part comes from GOFERR and the additional from FEMA and noted everything is 100% covered. His goal is the whole \$1.28 million.

**Moved:** Commissioner Coyle moved to approve both inmate labor and inmate T & B, which would be a total of \$13,202.28, an amount that exceeds the contract and requires approval, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James Voted yes.

#### Finance Office – Charles Nickerson, Director

- Urban County Status – Update

**Moved:** Commissioner Coyle moved to withdraw motion of intent to apply for Urban County Status approved on 8/11/2020, noting the requirement for this application would be a Co-operative Agreement from each town, and a Consolidated Plan from the County that would cover all the years (approximately three (3) years) of CDBG grants. There is not enough time to meet the deadline of September 15, 2020 to put together all these documents for the application. Commissioner Tombarello seconded. Director Nickerson noted that after researching into doing this in an off-season, his office would have to begin this work in January if we decided to re-visit and go this route. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James Voted yes.

- CDBG-CV Grant Funds Available to Municipalities & Nonprofit Social Service Providers-CARES – Donna Lane

Donna Lane explained how CDBG CV (COVID) is a new source of funding. Many agencies are getting funding from GOFERR and other sources that will all end at the end of the year, in January this CDBG-CV funding will pick-up and step-in and continue for 18 months. The money would be used for social services or equipment COVID related such as for the homeless, automobile repairs, machines to clean offices, extra staffing, computer equipment and more. The money cannot be used for construction. She noted how the municipalities prevent these social service agencies from accessing these funds and she seeks the County to help. She said there has to be a public hearing, we can ask up to 18 agencies to participate, and that they could receive funding from a total of \$500,000. She said a vote would not be needed now and that the vote would have to be taken at a public hearing. Discussion ensued. Donna Lane will move forward and will accept recommendations on agencies in addition to those presented today from the Board. She noted the hearing cannot be in the morning as this is a requirement and the deadline is September 25. Commissioner St. James said the Commissioners will accommodate her on the hearing time.

*Donna Lane left the meeting at 9:08am.*

Human Resources – Alison Kivikoski, Director

- Leave of Absence Request - Leave Without Pay (Long Term Care Services-Environmental Services)

**Moved:** Commissioner Coyle moved to approve Leave Without Pay – Leave of Absence Request for an employee of Long Term Care Services (A.J.), as recommended by the Interim Long Term Care Services Administrator and Director of Human Resources. Commissioner St. James second. KC asked why and AK asked for a short period of time. She needs time. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James Voted yes.

- Leave of Absence Request – Leave With Pay (STD) (Long Term Care Services – Env. Services)

**Moved:** Commissioner Coyle moved to approve Leave Without Pay – Leave of Absence Request for an employee of Long Term Care Services (B.H.), as recommended by the Interim Long Term Care Services Administrator and Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James Voted yes.

- Exception Request Pursuant to Personnel Policies and Procedure (Department of Corrections)

**Moved:** Commissioner Coyle moved to approve Exception Request Pursuant to Personnel Policies and Procedures 6-4, for an employee of the Department of Corrections (S.C.), a stipend of \$3,000 monthly, to mentor and train the incoming Corrections Superintendent. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes and Commissioner St. James voted yes.

- Payroll Change Notice (Department of Corrections)

**Moved:** Commissioner Coyle moved to approve Payroll Change Notice for an employee of the Department of Corrections (S.C.), effective date 9/1/2020 to 12/19/2020, Commissioner Tombarello seconded. Commissioner

St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James Voted yes.

- CDC Guidelines-New Hampshire Public Health Departments (*For discussion purposes.*)

Director Kivikoski noted how we have been following the recommendations set by the CDC and the State of NH public guidelines since March, specifically going on the NH guidelines of which are stricter. She explained how there are changes to these guidelines daily. Primecare has asked to see in writing our protocols. Based on speaking with Donna Roe and Lauren, she is asking for disclaimer, and as the changes occur, they will follow those recommended changes, and that she will bring the protocols forward again. Donna Roe noted if the guidelines change, we would follow those and then bring the updates forward to the next meeting.

- Walk-In: COVID-19 Workplace Protocols

**Moved:** Commissioner Coyle moved to approve the Rockingham County COVID-19 Workplace Protocols effective September 2, 2020, as outlined and recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes and Commissioner St. James voted yes.

- Employee's Motion to Reconsider Denial of LWOP (Registry of Deeds)

**Moved:** Commissioner moved to approve Request to Reconsider Leave of Absence –Leave Without Pay Request that was denied on 08/19/2020 for an employee of the Registry of Deeds (M.P.), as requested by the employee (M.P.). Commissioner St. James seconded for the sake of the employees request. He said the reason for the denial was that the Deeds office is extremely busy and cannot run not staffed. Commissioner Tombarello had a discussion with Register of Deeds Stacey and he agrees we cannot hold the position forever. Register of Deeds Stacey would hope in the future to see this person come back because the county could use her, but now, we need the worker. Commissioner St. James called for a vote. Commissioner Coyle voted no; Commissioner Tombarello voted no; and Commissioner St. James voted no.

#### Long Term Care Services – Steven Woods, Director/Administrator

- Clinical Laboratory Services Agreement-Elliott Hospital Laboratory 01/01/2021 to 12/31/2023

**Moved:** Commissioner Coyle moved to approve Clinical Laboratory Services Agreement – Elliot Hospital Laboratory, term 01/01/2021 to 12/31/2023, pending risk and legal reviews, as recommended by the Director of Fiscal Services. Commissioner Tombarello seconded. Commissioner St. James noted they are currently doing our lab work. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Adult Medical Day Care Grant Request-Silverthorne Adult Medical Day Center

**Moved:** Commissioner Coyle moved to approve Adult Medical Day Care Grant Request from Silverthorne Adult Medical Day Center, as recommended by the Director of Fiscal Services. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Suspension of the Bid Process –Purchase of Gloves

**Moved:** Commissioner Coyle moved to suspend the bid process regarding the purchase of gloves for use in the Rockingham County Rehabilitation and Nursing Center through the end of the current contract period of June 30, 2021. Each price change will be reported to the Board of Commissioners and notification will be made to the Purchasing Coordinator, as recommended by the Director of Facilities, Planning and IT, and Director of Fiscal Services. Commissioner Tombarello seconded. Commissioner Coyle asked, we have a contract to buy at a certain price, how can they violate it. Director Gates said they are passing on the manufactures pricing and they claim it is strictly manufacturing. Commissioner Coyle asked if we could have someone review the contract and see if they can do this legally. Discussion ensued. Director Gates will send over to Sheehan Phinney. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes and noted pending the review of legal.

Sheriff's Office – Charles Massahos, High Sheriff

- Grievance Hearing 9:15am – J. Costa – Teamsters Local 633

**Moved:** Commissioner Coyle moved to call the Grievance Hearing and asked Deputy Costa and Deputy Vachon if they wish to have the hearing in public or in nonpublic. Attorney Cahill asked for the hearing to be held in non-public. Commissioner St. James asked to hold the hearing to conduct new business first.

**V. New Business / Old Business**

Register of Deeds Stacey said her department remains busy and they have taken in over \$1 million.

Director Gates had no new news to report today.

County Attorney Conway said they have begun grand jury and it went well despite doing it remotely. There will be another in September and one in October. She spoke of a right-to-know request where the conviction was annulled and will research on how they will handle this. They have a few high profile cases before them, with one out of Phillips Exeter and she anticipates right-to-know requests on these. County Attorney Conway noted her staff took part in the training on strangulation and said this was a useful tool and gave recognition to the victim that gave her consent on using this video. County Attorney Conway will be conducting training on mandated reporting with Phillips Academy.

Superintendent Church in speaking on COVID said DHHS has been incredibly responsive and supportive 24/7. He is happy with their support. From the beginning his staff has practiced DHHS protocols and reported there were eleven (11) inmates, two (2) have been released, one (1) staff and one (1) nurse have been released and all continue to go through DHHS protocol and are back to work. He was please to say, he was able to hand the binder on protocols he had already prepared months ago to DHHS. DHHS had no recommendations and said Rockingham is doing it right.

County Attorney Conway took a moment to thank Superintendent Church for the incredible job he and his crew have done with the handling of COVID both prior to and now. She said Judge Wageling too complimented and gave recognition to this.

Major Bashaw reported the Sheriff's department continues to be busy with civil services increasing. He announced the leaving of Deputy MacLeod. The Sheriff's office too has received a right to know request on records over twenty (20) years.

Manager Bernier had no new news to report today.

Director Nickerson said his department is in the midst of financial statement audits and sending the information over for the cost reports. They received \$337,500 from DHHS Federal Cares Act and the intent is to use toward lost revenues. He gave updates on the NHAC meeting last week. He spoke of Social Security and the holding back of the 6.2%. If an employee leaves, it becomes the county's responsibility to pay back. Discussion ensued. Commissioner Coyle recommended a vote to continue the process of holding the 6.2% Social Security tax.

**Moved:** Commissioner Coyle moved to continue to collect the 6.2% Social Security funding from the employee's salaries and continue to submit to the IRS. Commissioner Tombarello seconded. Director Nickerson noted the IRS would have to refund. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Director Nickerson will contact NHAC on dues assessment and he will copy the Commissioners.

Donna Roe reported on the following: We are required by CMS guiding to supply QAPI (Quality Assurance Performance Improvement) and she will have a formal proposal to present next week: They are on track with Partners and this will help with the pharmacy delays: CMS has new regulations which will mandate all employees to be tested for Long Term Care- she is working through this with Director Kivikoski and they will put a plan in place. Director Kivikoski noted she would seek legal advice on this plan for areas such as an employee's refusal to be tested.

Donna Roe noted they are bringing in an Omnicell and are looking to get passport certified. It will dispense medication and make efficiency better and less error, would go forward in October.

Director Kivikoski asked the Board to affirm she could partner with Donna Roe on going over the mid-point and getting candidates into positions. On OC Health, she asked to extend to Fridays for another two (2) months and noted it helps to alleviate Donna Roe. She said in speaking with Director Nickerson, that it is 100% reimbursable.

Director Kivikoski reported the flu shots will begin in mid-September and is waiting on the over 65 vaccine. She will send the schedule out by next week. Her department has seen an increase in unemployment claims and noted there have been some that are fraudulent.

The Commissioners agreed to have the Rockingham County Annual Report information from the departments due to the Commissioner's office by October 31, 2020.

**VI. Public Comment**

**VII. Commissioners Non-Public Session**

Sheriff's Office – Charles Massahos, High Sheriff

- Grievance Hearing 9:15am – J. Costa – Teamsters Local 633

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 9:58am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle Voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner Coyle moved to go out of non-public at 10:15am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle Voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**Moved:** After hearing held and no further comments to report, Commissioner Coyle moved to approve request, restoration of employee's earned time used to cover unnecessary absence from work (re: the travel restrictions of 14 day quarantine) and re-write the policy to allow voluntary testing in order to return to work, as recommended by Deputy David Vachon, Steward local #633 on behalf of Deputy Costa. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted no; Commissioner Tombarello voted no; and Commissioner St. James voted no. Attorney Cahill asked for this decision to be sent in writing.

**Moved:** Commissioner Coyle moved to go into second non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 10:16am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle Voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner St. James moved to go out of second non-public at 1:20pm. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner St. James moved to **seal** second non-public meeting minutes indefinitely. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**VIII. Adjourn**

**Moved:** Commissioner St. James moved to adjourn at 1:27pm. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:

Received by: Kevin Coyle

Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, September 9, 2020 at 8:30am

### Present: (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair-V  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent-  
Cathy Stacey, Register of Deeds-V  
Donna Roe, APRN, Interim Administrator, LTC  
Jason Henry, Corrections Superintendent-incoming -T  
Brenda Santos, Senior Executive Assistant  
Brian Chirichiello, Representative-V  
Colleen Maynard

Jude Gates, Director of Facilities, Planning & IT-V  
Chuck Massahos, High Sheriff-T  
Major Christopher Bashaw, Sheriff's Office-T  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director-V  
Patricia Conway, County Attorney-V  
Albert Brackett, Chief Deputy.Sheriff's Office-T  
Janice Demers, Director of Fiscal Services LTC  
Marynia Page-V

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:33am.

*The Commissioners of the Rockingham County Commissioners find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org)*

## II. RFP Openings/Awards

- Open: Motorola Consolette (Sheriff's Office)  
Open proposals from 2-Way Communications Services Inc.

**Moved:** Commissioner Tombarello moved to authorize the High Sheriff to review, evaluate the proposals, and to return with recommendations for Motorola Consolette. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Award: Uniforms and Equipment (Sheriff's Office)

**Moved:** Commissioner Coyle moved to award Uniforms and Equipment proposal to Neptune Uniforms and Equipment, Inc., in the amount not to exceed \$34,115.00 through June 30, 2021, as recommended by the High Sheriff. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Award: Vehicles (Engineering and Maintenance Services)

**Moved:** Commissioner Coyle moved to award Vehicles proposal to Grappone Ford for one F250 pickup truck with plow for \$37,721, with Financing to be determined by the Finance Director, as recommended by the Director of Facilities, Planning and IT. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Award: Vehicles (Sheriff's Office)

**Moved:** Commissioner Coyle moved to award Vehicles proposal to Grappone Ford for two unmarked vehicles, two marked vehicles and one van, purchase cost for the Sheriff's Office Vehicles of \$160,293.00 minus the trade allowance of \$9,500.00, total amount not to exceed \$150,793.00, as recommended by the High Sheriff. Commissioner Tombarello voted yes and asked for a discussion. Commissioner Tombarello had asked Major Bashaw to get back to him on the two unmarked vehicles and said he needed to be sold on the idea. He was unsuccessful at reaching anyone from the Sheriff's office after last week's meeting to discuss this matter. Major Bashaw did not have information prepared for today's meeting. Commissioner Tombarello once again said he would not approve the unmarked vehicles and specified if you need to arrest someone you would need to place them in the vehicle, and that these vehicles were not equipped to do so. He noted, neither the liaison to the Sheriff's Officer or the subcommittee was informed of the intent to purchase two pick-ups at the time of the budget. In looking at the RSA on the duties, he feels the Sheriff's Office is going way beyond what they need. He said his department has reviewed the authority on the delegation of equipment. Major Bashaw stated they followed the RFP and it did specify two (2) unmarked vehicles. He deferred further discussion on this matter to Chief Deputy Brackett who runs the narcotics investigations. Chief Deputy Brackett explained the reasons for the changes needed to vehicles on investigations. Discussion ensued. Commissioner Coyle had no comment at this time. Commissioner St. James questioned the need for fully upfitted vehicles for these purposes and was concerned the allowance of \$9,000 for trade-in on four (4) vehicles was too low, and that these should go out to bid. Commissioner Tombarello noted how the average mileage was around 115,000 and that Sandown sends their vehicles out to bid with miles over 200,000. High Sheriff Massahos said these vehicles are at their final miles and there is a difference between municipal use and the Sheriff's usage. Discussion ensued. Commissioner Tombarello asked if Representative Cali-Pitts is aware of the request of these vehicles and what they will be used for. High Sheriff Massahos said Representative Cali-Pitts knows now. Commissioner St. James called for a vote. Commissioner Coyle voted no; Commissioner Tombarello voted no; and Commissioner St. James voted no. Commissioner Coyle said he would be a yes if they brought something forward for marked vehicles and he agrees trading is not a good idea.

### III. Consent Agenda

1. Minutes: September 2, 2020 (Commissioners Office)  
To approve September 2, 2020 meeting minutes.
2. Warrants (Finance)  
To approve Departmental Warrants T210099, T210127, T210128, T210135, T210168, T210169, T210194, T210195, T210229, T210230 totaling \$173,429.58; Departmental Warrants Entered by Finance T2102109, T210220 totaling \$21,533.88; Payroll Warrants 8/13/2020, 8/20/2020, 8/20/2020, 8/20/2020, 8/24/2020, 8/27/2020, 8/31/2020, 9/3/2020, 9/4/2020 totaling \$175,026.32; AutoPayments-full amount previously approved by BOC T210000, T210001, T210002, T210004, T210005, T210008, T210009, T210011 totaling \$201,485.06; Grand Total \$571,474.84

**Moved:** Commissioner Coyle moved to approve consent agenda. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

### IV. Reports

#### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle reported the inmate count at the jail was at 106. Commissioner Tombarello thanked Director Gates for the report she sent him on her departments. He said the County Attorney's and the Registry of Deeds offices remain busy. He was happy to report now that things are beginning to open up, he had a chance to visit yesterday in the courtyard with his friend Brendan, who is a resident here.

Commissioner St. James visited the Registry of Deeds and reported on how nice a job Glass Pro did on the work for that department. He spoke of Seabrook's community resource study and asked if the County would

agree to allowing them to use Rockingham (the Hilton Auditorium), as part of their emergency response team. He explained this is not a plan for Seabrook power station. He gave an example of how it would be needed. Commissioner Coyle had no objection. Commissioner Tombarello had no objection.

Commissioner St. James noted he has training in the morning of September 16 and asked for the BOC meeting time to be changed to 3:00pm. The Commissioner's agreed to change the meeting time for September 16 to 3:00pm.

Brenda Santos noted she will be off from September 21 to September 25. The Commissioner's agreed to remove the Board of Commissioners meeting for September 22 and they approved Director Nickerson's request to have two (2) extra AP dates with the removing of the September 22, 2020 meeting date.

Corrections – Stephen Church, Superintendent

- Exception Request Pursuant to Payouts

**Moved:** Commissioner Coyle moved to approve Exception Request for an employee of Department of Corrections that they have their Earned Time and Holiday Time accrual balances paid out through the Comp ABS Fund, instead of the Department of Corrections Payroll Expense line, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

County Attorney's Office – Patricia Conway, County Attorney

- Equitable Sharing Agreement & Certification – Fiscal Year 2020

**Moved:** Commissioner Coyle moved to review and approve the Equitable Sharing Agreement and Certification Fiscal Year 2020, and authorize the Chair to sign the necessary documents, as recommended by the County Attorney. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Assistant County Attorney – New Hire

**Moved:** Commissioner Coyle moved to approve to hire Attorney Seth Dobieski as an Assistant County Attorney, pending approval of the Attorney General, as recommended by the County Attorney. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Assistant County Attorney – New Hire

**Moved:** Commissioner Coyle moved to approve to hire Attorney Joe Fincham as an Assistant County Attorney, pending approval of the Attorney General, as recommended by the County Attorney. Commissioner Tombarello seconded. County Attorney noted the remaining vacant positions in her department remains at one (1) County Attorney and one (1) legal assistant. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Long Term Care Services – Steven Woods, Director/Administrator

- Rockingham Visiting Nurse Association & Hospice Renewal Letters; Term 10/01/2020-9/30/2021

**Moved:** Commissioner Coyle moved approve the renewal letters to extend Agreement with Rockingham Visiting Nurse Association & Hospice for the term of one (1) year: 10/01/2020 to 09/30/2021, and authorize the Chair to sign all necessary documents, as recommended by the Director of Fiscal Services. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- X-Ray Services Agreement – MMDS of Boston, LLC.; Term 12/15/2020-12/14/2023

**Moved:** Commissioner Coyle moved to approve the X-Ray Services Agreement – MMDS of Boston, LLC; term 12/15/2020 to 12/14/2023, and authorize the Chair to sign all necessary documents, pending risk and legal recommendations, as recommended by the Director of Fiscal Services. Commissioner Tombarello seconded.



Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Request for Special Rate

**Moved:** Commissioner Coyle moved to approve and asked for a discussion on a special rate request as outlined, and accept the \$6,362.69 as this Resident's monthly room and board amount for admittance to the Nursing Home once a 14-day quarantine has been completed and a bed becomes available, as recommended by the Director of Fiscal Services. Commissioner Tombarello seconded. Director Demers explained how this person's monthly income exceeds what Medicaid would pay but less than private pay, and that their income disqualifies for Medicaid and they have no other assets. She noted the difference is about \$1,000 per month. This person's entire family lives up here while they live alone in Florida. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Request for Legal – Medicaid Application

**Moved:** Commissioner Coyle moved to seek additional legal counsel to help with obtaining the information from a Resident's family on the Resident who was admitted to the Nursing Home as a Skilled Care resident on 4/24/2020, to complete the application process with Medicaid, as recommended by the Director of Fiscal Services. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

#### Sheriff's Office – Charles Massahos, High Sheriff

- NH Office of Highway Safety Grant Funding FY2021

Major Bashaw noted how the Rockingham County Sheriff's department has been recognized by the NH Highway safety for the work they have done. He said this grant is done yearly and is fully funded and pays for the fuel and overtime cost.

**Moved:** Commissioner Tombarello moved to approve to apply for NH office of Highway Safety Grant funding FY 2021 in an amount not to exceed \$12,341.00, and authorize the chair to sign the necessary documents, as recommended by the High Sheriff. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

## V. New Business / Old Business

Director Nickerson noted they continue to work on the year-end fiscal audit. He said the county will qualify for a single audit, and noted we went of the \$750,000 threshold due to COVID.

Donna Roe reported they conducted an analysis on the gloves and overall were lower than anticipated. Director Demers gave update on the clause on pricing with the agreements and said there is a clause in the RFP bid that prices are to remain in effect and are to remain firm to the successor's proposal. She said the contract does not reflect this.

Donna Roe noted the QAPI was all signed off on Friday. She said they have begun mandatory controlled substance training and will be in compliance with this.

Director Kivikoski gave reminder there are two more Zoom meetings for the Personnel Policies and Procedures. On applicant tracking, she expects to be available this week to those that hire. Her department is seeing a lot of leaves and unemployment claims.

County Attorney Conway gave a thank you to Major Consentino for setting up an informational zoom meeting for Friday at 11 with the courts, her staff and defense on protocols of the jail and keeping everyone safe. She said the defense bar had made a claim the jail was not being truthful and forthcoming. The U.S. Attorney's office is teaming up with her office on drug intervention, search and seizure and working with her staff on issues such as

suppressing evidence. Her department is having more and more in-person hearings such as suppression hearings.

Register of Deeds Stacey reported they continue to be busy with 1900 documents and \$1.8 million dollars last week. She remains down in staff numbers.

Superintendent Church on COVID, reported at the last round they were 100% negative on testing. They have a few staff pending. His department is working with DHHS on scheduling future testing. He gave praise to the line of correctional officers and DHHS on getting a quick handle on this to prevent a disaster. He said the DHHS team has been exceptional, available 24/7, and they have been on top of working with his team on making this successful.

Incoming Superintendent Henry reported everyone is following along with COVID protocols and noted everyone is issued masks as part of their uniforms.

Superintendent Church will draft a letter to DHHS and to the Governor's office to thank them for their help.

#### **VI. NH RSA 28:10-a Hearing – 9:15am (Registry of Deeds)**

Commissioner St. James called Public Hearing Pursuant to NH RSA 28:10-a and ask Ms. Marynia Page if she wishes to be heard in an open to the public hearing or in a non-public session at 9:24am. Ms. Page elected to be heard in a public hearing and not a non-public hearing.

Ms. Page read the letter she sent earlier today by e-mail to the Commissioners. She asked for the letter to be entered in the minutes and into her personnel file. The Commissioner's agreed to allow the letter to become part of the written minutes. (*The letter begins on page #6.*)

September 8, 2020

Rockingham County Commissioners

Commissioner Kevin St. James

Commissioner Thomas Tombarello

Commissioner Kevin Coyle

119 North Road

Brentwood, NH 03833

RE: Marynia Page- Recommended Discharge Pursuant to RSA 28:10-a

Dear Commissioners St. James, Tombarello, and Coyle,

I am writing in response to the letter to you dated September 3, 2020 from Cathy Ann Stacey recommending that you remove me from employment with Rockingham County pursuant to the provisions of RSA 28:10-a, II. Cathy Ann Stacey made the recommendation "due to Ms. Page's incapacity to perform essential job functions of her position as a Recording Clerk and for the good of the County institutions(s) to which she is assigned."

I would like you all to know a little about my strong work ethics and reputation as an employee. I have had a 23-year relationship with Cathy Ann Stacey and the Rockingham County Registry of Deeds. I worked as a title examiner for 19 years mainly in Rockingham County. I was laid off 4 years ago and the County offered me a job. During my employment with the County, I received superb annual reviews. I approached every working day with professionalism, courtesy, enthusiasm, and dedication. I often received glowing compliments from the public when I assisted them. My work attendance was excellent. I would usually arrive before the scheduled clock in time of 7:55 and was often one of the last employees to leave for the day. I consider myself to be a reliable, committed, positive, eager, and hardworking employee. I can work individually and as a member of the team.

Fast forward to April 2020. COVID-19 arrives. As you are all aware, I have been out of work since April 1, 2020: first under the Families First Coronavirus Response Act (FFCRA) and then approved LWOPs. I would like you to know I appreciate the approved LWOPs. My need to be out of work has been to care for my family member, my "son" (my husband's brother) whose day program has been closed due to COVID-19. My "son", Larry is 59 years and has been living with us for decades and is completely dependent on us. We are his sole care takers/supports and the nearest other family member lives in

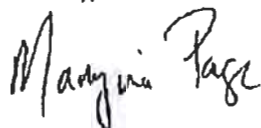
Florida. Larry has Down Syndrome and is experiencing a decline in cognitive functioning. He lacks any thinking and judgment to care for himself. He cannot be left alone.

As of now, the Great Bay Services day program for disabled adults is scheduled to be closed through October due to COVID-19. Covid-19, the subsequent closure of Larry's day program and my responsibility to care for him has placed me in a situation where I am not able to "perform the essential job functions" of my "position as a Recording Clerk". I respectfully ask that should you vote to remove me from employment with the County that you include the actual reason, which is COVID-19, and I request that you affirm that the termination was not based on job performance.

I value my reputation as an employee. My "incapacity" is based on the above and not through any character flaws or poor performance.

I would appreciate it if you could please enter this letter into the minutes of your meeting and into my employee personnel file. I thank you for your consideration and time.

Sincerely,



Marynia Page

*(The letter ends here- top half of page# 7.)*

Commissioner St. James assured Ms. Page, that at no point was her work ethics or integrity brought into this. He said it is just the position is needed to have someone there because the department is so busy. Register of Deeds Stacey noted how busy they were and how she needed people in here to work in order to function. She said should there be an opening, and Ms. Page can work again, she would hire her because she is a great worker and always has been.

Ms. Page felt COVID has brought everyone to a crossroad. She said should it be determined to terminate her, that her personal file does not reflect job performance and then expressed her respect for the office and staff. Register of Deeds Stacey noted she would write a letter of recommendations, if needed.

Director Kivikoski went over the policies if Ms. Page were to resign and noted it would make her re-hirable. She explained, because of the policy we cannot put reason as COVID to terminate, it is because she is not here to do the job. Commissioner Tombarello expressed his respect to the what she was going through and the challenges and gave appreciation to what she is doing for her son. Commissioner St. James noted the respect Register of Deeds Stacey has given to the Ms. Page and noted how the County has extended the many Leave of Absences requests. He said, as a business we must have the position filled with a worker.

Commissioner St. James asked for further comments. There were no further comments. Commissioner St. James moved to go out of the hearing.

**Moved:** Commissioner Coyle moved to terminate an employee of Registry of Deeds (M.P.), as recommended by the Register of Deeds and Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James explained to Ms. Page, if she were to be rehired, it would be at the vote of the Commissioners. Ms. Page noted she did not wish to resign. Commissioner St. James called for a vote. Commissioner Coyle voted no; Commissioner Tombarello voted yes; and Commissioner St. James voted yes. Ms. Page thanked Register of Deeds Stacey and the Commissioners. Commissioner Coyle stated he voted no and said we have 600 plus employees and we should not accommodate one employee, this is sad.

Commissioner St. James noted they have moved out of the hearing and there were no further comments. *Marynia Page left the meeting at 9:40am.*

**VII. Public Comment**

**VIII. Commissioners Non-Public Session**

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 9:43 am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes

**Moved:** Commissioner St. James moved to go out of non-public session at 10:28am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes

**Moved:** Commissioner Coyle moved to **seal** the September 9, 2020 non-public meeting minutes indefinitely. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Payroll Change Notice (Long Term Care Services)

**Move:** Commissioner St. James moved to approved Payroll Change Notice for and employee of Long Term Care Services (S.W.). Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**IX. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 10:34 am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_ *Kevin & Coyle* \_\_\_\_\_  
Kevin Coyle, Clerk-Rockingham County Commissioners

SEP 16 2020



# Rockingham County Commissioners

... Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
September 16, 2020 – 3:00pm

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair-V	Jude Gates, Director of Facilities, Planning & IT-V
Commissioner Tombarello, Vice Chair-V	Major Christopher Bashaw, Sheriff's Office-V
Commissioner Coyle, Clerk-V	Alison Kivikoski, Director of Human Resources-V
Donna Roe, APRN, Interim Administrator, LTC-V	Charles Nickerson, Director of Finance-V
Stephen Church, Corrections Superintendent-T	Robin Bernier, IT Manager-V
Janice Demers, Director of Fiscal Services LTC-V	Danielle Emerson, LTC Nursing Supervisor-V
Chief Deputy Al Brackett, Sheriff's Office-V	

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 3:07pm.

*The Commissioners of the Rockingham County Commissioners find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org)*

## II. RFP Openings/Awards

- Open: Lead Abatement/Mitchell Building (Engineering and Maintenance Services)  
Open proposal from EnviroVantage.

**Moved:** Commissioner Coyle moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and to return with recommendations for Lead Abatement/Mitchell Building. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Open: VMWare Software (Sheriff's Office)  
Open proposals from vCloud Tech Inc., GovConnection Inc., and Hyper Tec Direct.

**Moved:** Commissioner Coyle moved to authorize the High Sheriff to review, evaluate the proposals, and to return with recommendations for VMWare Software. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Open: Driscoll Courtyard Auto Door (Engineering and Maintenance Services)  
Open proposal from Northeast Door Corporation.

**Moved:** Commissioner Coyle moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and to return with recommendations for Driscoll Courtyard Auto Door. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Award: Concealable/Tactical Body Armor (Sheriff's Office)

**Moved:** Commissioner Coyle moved to award the FY 2021 Concealable/Tactical Body Armor proposal to Atlantic Tactical, Inc. in the amount not to exceed \$850.00 per concealable vest and \$2,162.50 per tactical vest, anticipating that approximately 8 concealable vests and 4 tactical vests will be needed through June 30, 2021 which will exceed the \$5,000.00 bid requirement threshold, as recommended by the High Sheriff. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

### III. Consent Agenda

1. Minutes: September 9, 2020 (Commissioners Office)  
To approve September 9, 2020 BOC meeting minutes.
2. Payroll (Finance)  
To approve payroll in the amount of \$1,136,550.91 for the period ending September 12, 2020.
3. Warrants (Finance)  
To approve Departmental Warrants T210129, T210173, T210198, T210199, T210231, T210232, T210249, T210250, T210257 totaling \$187,918.98; departmental warrants entered by Finance T210222, T210225 totaling \$8,612.25, A/P wire payment T210223 for \$1,463,663.00; "autopay" warrant T210009 for \$1,455.00; previously authorized payment T210186 for \$28,895.41; payroll warrant 09/10/2020 for \$1,693.13; for a grand total to be approved of \$1,692,237.77.
4. Population Report (Department of Corrections)  
For informational purposes.

**Moved:** Commissioner Coyle moved to approve the Consent Agenda as written. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

### IV. Reports

#### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Tombarello said that the Registry of Deeds continues to be very busy. He relayed some of the items that Jude Gates had informed him of, such as damage caused by animals to cabinets located at the base of the water tower, completion of protective glass installations across County facilities, and that major steam repairs were completed earlier in the day, much sooner than anticipated.

Commissioner Coyle reported no updates.

Commissioner St. James described a (socially distanced) meeting on Monday with the manufacturer of a machine that utilizes ultraviolet light and ozone disinfection to kill viruses, including COVID-19, SARS and MERS. He explained the features and effectiveness of the disinfection system. Donna Roe described some of the pros and cons of the technology and her experiences with it. Superintendent Church stated that the disinfection capabilities of the machine would serve a vital dual purpose in mitigating risk and liability. He felt that whether it was this specific product or a similar one, something is needed to reduce risk and liability exposure for the County.

#### Corrections – Stephen Church, Superintendent

- Inmate Administrative Transfers Report – Booking #20201548 to Merrimack County DOC

**Moved:** Commissioner Coyle moved to approve Inmate Administrative Transfers Report, for inmate #20201548 to Merrimack County DOC on 09/10/2020, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### Human Resources – Alison Kivikoski, Director

- Employee Recognition Discussion

Alison Kivikoski stated that, due to the pandemic, the employee recognition event could be delayed until the spring. Commissioner St. James proposed that the topic be revisited in November. Commissioner Tombarello

asked if a letter of acknowledgement could be sent in the meantime to employees, which would mention that the recognition ceremony was going to be held at a future date. Director Kivikoski suggested that mention of the event be included in the County newsletter, and Commissioner St. James added that the employees to be recognized should be listed.

- LNA Health Careers Clinical Site Agreement

**Moved:** Commissioner Coyle moved to approve the Clinical Site Agreement between Rockingham County and LNA Health Careers, and authorize the Chair to sign all necessary documents, pending risk and legal reviews, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### Long Term Care Services – Donna Roe, Interim Administrator

- Thank You Letter

A brief discussion ensued regarding a thank you letter that Long Term Care Services had received from someone regarding their positive experience from their stay at the Fernald II rehabilitation unit.

- Bid Waiver Pursuant to NH RSA 28:8-F

**Moved:** Commissioner Coyle moved to approve a Bid Waiver Request Pursuant to NH RSA 28:8-f to Lee Hecht Harrison in the amount of \$5,850. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Exception request to PPP 6-4

**Moved:** Commissioner Coyle moved to approve an Exception Request to Personnel Policies and Procedures 6-4 for a Long Term Care Services employee, as recommended by the Interim Administrator of Long Term Care Services. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### **V. New Business / Old Business**

Superintendent Stephen Church stated that the current inmate count was 102. He also detailed that NH DHHS had declared that the COVID-19 outbreak had ended, with one hundred percent negative results from Friday's COVID-19 testing at the facility. Mr. Church further explained that the Department was now going back to pre-COVID-19 outbreak protocols.

Finance Director Charles Nickerson mentioned that the 6/30/20 Medicaid Cost Report was almost complete, and would be ready for submission to NH DHHS by to the 9/30/20 deadline. He also stated that the fieldwork for the financial statement audit was ongoing. Mr. Nickerson provided an update with regards to the funding request to GOFERR, noting that the 9/15/20 request was for just over 1.2 million dollars.

Long Term Care Services Interim Administrator Donna Roe provided an update with regards to the Nursing Home COVID-19 outbreak, stating that no residents had tested positive and that the State is treating one positive test as qualifying as an outbreak. Ms. Roe made reference to the Nursing Home's policy management system, explaining the need for the transition from an all-manual system to an electronic system. The Interim Administrator also spoke about staffing challenges, and gave appreciation for assistance from the State for placement of 4-6 LNA's. She went on to detail future staff COVID-19 testing dates and times being held in the Hilton Auditorium.

Jude Gates, Director of Facilities, Planning & IT, stated that the injunction on PFAS testing was just lifted, and explained that the County would now have to do four quarters of testing. Ms. Gates said that she was pursuing a waiver from the State to cover the ten month injunction period.

Major Chris Bashaw stated that more court arraignment dates were being announced, and expressed processing concerns with regards to (Form 97) arraignments. He stressed the need to coordinate with the Department of Corrections and County Attorney's Office to minimize introducing unnecessary persons into the corrections facility.



Human Resources Director Alison Kivikoski reported that her department was very busy, and that she was working with legal regarding CMS COVID-19 testing requirements for long term care facilities.

Commissioner St. James requested that a thank you letter be composed to Wayne Barrows for the donation of the piano to the Nursing Home. He also inquired of the Department of Corrections as to the status of the appreciation letter to NH DHHS for their assistance during the COVID-19 outbreak at the facility.

**I. Public Comment**

There was no public comment.

**II. Commissioners Non-Public Session**

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 3:57pm. Commissioner St. James seconded. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- NH RSA 91-A:3,II (a-e,i,l) Personnel

**Moved:** Commissioner Coyle moved to go out of non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 5:00pm. Commissioner St. James seconded. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner Tombarello moved to **seal** the September 16, 2020 non-public meeting minutes indefinitely. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner Coyle after hearing held, moved to terminate an employee of Long Term Care Services (A.J.), as recommended by the Interim Administrator of Long Term Care Services and the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

**III. Adjourn**

**Moved:** Commissioner St. James moved to adjourn at 5:04pm. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Public meeting minutes taken and typed by Charles Nickerson. Nonpublic meeting minutes taken and typed by Commissioner St. James.

Received by: \_\_\_\_\_

*Kevin Coyle*

Kevin Coyle, Clerk – Rockingham County Board of Commissioners

SEP 30 2020



on 9/30/2020 Approved 9/21/2020 BOC  
Meeting Minutes

# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, September 21, 2020 at 2:00pm

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair-T  
Commissioner Tombarello, Vice Chair-T  
Commissioner Coyle, Clerk -T  
Stephen Church, Corrections Superintendent- T  
Lauren Kosow, Infection Control-V  
Brenda Santos, Senior Executive Assistant-V

Donna Roe, APRN-V  
Alison Kivikoski, Human Resources Director-V  
Charles Nickerson, Finance Director-V  
Cathy Stacey, Register of Deeds-T  
Jason Henry, Incoming Corrections Superintendent

## I. Call to Order / Pledge of Allegiance

Commissioner Tombarello called the meeting to order at 2:03pm.

*The Commissioners of the Rockingham County Commissioners find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org)*

## II. Mandatory COVID-19 Testing

Commissioner St. James was called away from the meeting at 2:08am.

Director Kivikoski presented a handout relating to Employee COVID-19 Mandatory Outbreak Testing Compliance Policy. The Policy read as follows:

### **EMPLOYEE COVID-19 MANDATORY OUTBREAK TESTING COMPLIANCE POLICY**

*Proposed: to be Adopted September 21, 2020*

*The below Policy pertains only to COVID-19 Mandatory Outbreak Testing related to only the Rockingham County Rehabilitation and Nursing Center (the facility). This Policy will be in effect from the date of the adoption of this Policy (noted above) and remain in place unless and until updated guidance is released by the U.S. Department of Health and Human Services and the Centers for Medicare and Medicaid Services, at which time this Policy may be amended or discontinued, as appropriate. This Policy also may be amended or discontinued, as appropriate, as the COVID-19 pandemic evolves and as guidance and/or requirements are issued by other federal or State of New Hampshire authorities. All facility staff within the Rockingham County Rehabilitation and Nursing Center MUST adhere to this Policy pertaining to Mandatory Outbreak Testing. For purposes of this Policy, "facility staff" includes employees, consultants, contractors including vendors, volunteers, and caregivers who provide care and services to residents on behalf of the facility, and, if applicable, students in the facility's nurse aide training programs or from affiliated academic institutions. For purposes of this Policy, an "outbreak" is defined as a new COVID-19 infection in any healthcare*

personnel (HCP) or any nursing home-onset COVID-19 infection in a resident of the Rockingham County Rehabilitation and Nursing Center. As noted above, this Policy applies to only mandatory outbreak testing and not to other forms of routine COVID-19 testing or a facility staff member's individualized need to undergo COVID-19 testing based on the facility staff member's personal circumstances.

On August 25, 2020, the Centers for Medicare and Medicaid Services (CMS), a division of the U.S. Department of Health and Human Services, published an interim final rule which establishes Long-Term Care (LTC) Facility Testing Requirements for Staff and Residents. This rule requires facilities to test residents and staff for COVID-19 based on parameters set forth by the Health and Human Services Secretary. The testing is aimed at preventing COVID-19 from entering nursing homes, detecting cases quickly and stopping transmission. CMS and Rockingham County are committed to taking critical steps to ensure our facility continues to respond effectively to the COVID-19 pandemic.

1. In the event there is an outbreak as defined in this Policy, mandatory outbreak testing will occur for all facility staff at the Rockingham County Rehabilitation and Nursing Center. You will receive advanced notice of the date and time of the mandatory outbreak testing and the 24-hour testing timeframe pertaining to the mandatory outbreak testing, and the mandatory outbreak testing will be provided on County property.
2. All facility staff who undergo mandatory outbreak testing pursuant to and in compliance with this Policy will receive a \$50 payment per mandatory outbreak test which will be paid through regular payroll processing.
3. If a facility staff member is on-shift during the provided mandatory outbreak testing 24-hour timeframe, he/she will be tested on-site at the County.
4. If a facility staff member is off-shift during the mandatory outbreak testing 24-hour timeframe, he/she may choose to come to the County for the mandatory outbreak testing that is conducted on-site at the County.
5. Alternately, if a facility staff member is off-shift during the mandatory outbreak testing timeframe, he/she may choose to be tested at a recognized off-site testing facility and during the mandatory outbreak testing 24-hour timeframe. Facility staff members testing off-site would be eligible to receive the \$50 payment with prior notification to Human Resources of their intention to undergo the mandatory outbreak testing at a recognized off-site testing facility. In order to facilitate off-site testing, the facility staff member must do the following:
  - a. Notify Human Resources at 603-679-9337 prior to the provided mandatory outbreak testing date.
  - b. Receive mandatory outbreak testing during the provided testing 24-hour timeframe.
  - c. Provide documentation from the testing facility to Human Resources indicating that the testing was performed during the testing 24-hour timeframe.
  - d. Provide a receipt for any out-of-pocket cost of the mandatory outbreak testing procedure itself for reimbursement by the County.
  - e. Forward test results to Human Resources as soon as they are available.
6. If you are in a leave status or on approved time off during mandatory outbreak testing, you must contact Human Resources for guidance about whether it is necessary for you to undergo mandatory outbreak testing based on the circumstances and duration of your leave or time off, and you also must contact Human Resources prior to returning to work.
7. If a facility staff member refuses to undergo a mandatory outbreak test, he/she will need to remain out of the facility for at least 14-calendar days from the testing date. If he/she is able to

*work from home and his/her O/DD approves, he/she will be expected to do so during this time. He/she may be eligible under certain circumstances for Emergency Paid Sick Leave (EPSL) under the Families First Coronavirus Response Act. The facility staff member must utilize his/her own accrued time if EPSL is not available. If the facility staff member has exhausted his/her accruals, the time away from the facility will be unpaid and the facility member will be expected to pay the employee's share of applicable health insurance premiums. The facility member must contact Human Resources upon refusal of the mandatory outbreak test to confirm the facility member's status, as set forth above, during the facility staff member's time out of the facility. The facility staff member will also need to contact Human Resources prior to returning to work.*

*Please understand that these are precautionary measures to help prevent you, your coworkers, and the individuals we serve from becoming infected, and we thank you in advance for your participation in mandatory outbreak testing.*

Interim Director Donna Roe explained how in order to receive Medicaid and Medicare services this Policy had to be put in place. If this facility fails to comply fines set CDC and the State would be imposed of \$1000 for the first day and \$500 each day thereafter. She noted this mandate of CMS will make us ineligible to receive federal funding if we do not have a procedure in place. She said the policy must be in place by September 23, 2020.

Director Kivikoski noted we will have testing on Thursday with a 24 hour notice to the employees. Administrator Roe noted we are currently in an active outbreak. She said Emergency (PHE). F886 requires nursing homes to test all residents and staff for COVID-19.

Discussion ensued.

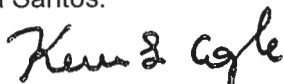
**Moved:** Commissioner Tombarello moved to implement the Employee COVID-19 Mandatory Outbreak Testing Compliance Policy as outline above. Commissioner Coyle seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes and Commissioner Tombarello voted yes.

### III. Adjourn

**Moved:** Commissioner Tombarello moved to adjourn at 2:17pm. Commissioner Coyle seconded. Commissioner Tombarello called for a vote. Commissioner Coyle voted yes and Commissioner Tombarello voted yes.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_



SEP 30 2020

Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Tuesday, September 22, 2020 @ 3:00pm.

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair-T  
Commissioner Tombarello, Vice Chair-V  
Commissioner Coyle, Clerk -V

Patricia Conway, County Attorney-V  
Donna Lane, CDBG Specialist -V  
Brenda Santos, Senior Executive Assistant-V

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 3:01pm.

*The Commissioners of the Rockingham County Commissioners find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org)*

## II. ROCKINGHAM COUNTY – Public Hearing

### • Virtual Public Hearing - Community Development Block Grant Project

September 22, 2020, 3:00pm

Commissioner St. James noted that an informational document was made available on website prior to the public hearing date.

**Moved:** Commissioner Coyle moved to open the Public Hearing on the Proposed CDBG-CV application. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Donna Lane read the following: "Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for public facility, up to \$500,000 for housing projects, and up to \$500,000 for emergency activities. Up to \$25,000 is available per planning study grant. All projects must directly benefit a majority of low and moderate income persons. Community Development Block Grant-COVID (CDBG-CV) funds were authorized under the CARES ACT. Up to \$500,000 in CDBG-CV funding is available to municipalities. Funding is available to municipalities for new services; or a quantifiable increase in the level of a service above that which has been provided during the 12 months prior to application, both which must be attributed to the COVID-19 pandemic. CDBG-CV funding is also available to nonprofit public service organizations, as sub applicants to the municipality, for activities associated with preparing for, responding to, or recovering from the COVID-19 pandemic. Activities must serve primarily low and moderate income persons.

*This is an application for CDBG-CV Public Service funds. Eligible expenses for the municipality include, but not limited to, increased welfare costs, increased homeless housing costs, and new services provided by the municipality attributed to the COVID-19 pandemic. Eligible nonprofit public service expenses include costs preparing for, responding to, or recovering from the COVID-19 pandemic including, but not limited to, childcare services, food banks, senior services, services for persons with disabilities, legal services, resident services, youth services, transportation services, health, mental health and substance abuse services, financial literacy,*

foreclosure and homebuyer counseling, homeless services, education outside of school building, tutoring, furniture, equipment, and additional services provided.

Upper Room	\$108,498	Staffing and Cleaning
Seacoast Family Promise	Up To \$150,000	Staffing and Emergency Assistance
Administration	\$25,000	
Total	\$283,498	

“

Commissioner St. James asked for public comments. There were no public comments.

**Moved:** Commissioner Coyle moved to close public hearing. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner Coyle moved to vote to approve the submittal of the CDBG-CV application and vote to authorize the Chairman to sign and submit the CDBG-CV application, and upon approval of the CDBG-CV application, authorize the Chairman to execute any documents which may be necessary to effectuate the CDBG-CV contract, and any amendments thereto. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes. Ms. Lane gave notice she anticipates there will be two (2) more rounds and that she will keep the Board updated.

County Attorney Conway gave notice to the Board of a Right-to-Know request sent to the Exeter Police Department and legal fees for this request. Discussion ensued. She has further research to do and said the contract with the County does not include legal advice on 91-A requests. County Attorney Conway has no request of the Board at this time and will follow up and let them know of any updates.

Commissioner Tombarello noted he will be in attendance for a meeting about the Nursing Homes with Senator Morgan on Thursday via zoom.

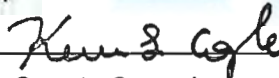
There were no further comments.

**III. Adjourn**

**Moved:** Commissioner St. James moved to adjourn at 3:30pm. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_



Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, September 30, 2020 at 8:30am

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent-T  
Cathy Stacey, Register of Deeds-V  
Patricia Conway, County Attorney-V  
Donna Roe, APRN, Interim, RCRNC Administrator  
Brenda Santos, Senior Executive Assistant

Jude Gates, Director of Facilities, Planning & IT-V  
Janice Demers, Director of Fiscal Services LTC  
Major Christopher Bashaw, Sheriff's Office-T  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director-V  
Jacqueline Cali-Pitts, Representative-T  
Jason Henry, Incoming Corrections Superintendent-T

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:32 am.

*The Commissioners of the Rockingham County Commissioners find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org)*

## II. RFP Openings/Awards

- Open: Generator Testing/Inspections (Engineering and Maintenance Services)  
Opened Proposals from FM, Generator Inc., Tri State Generator, Cummins and Scherbon Consolidated Inc.

**Moved:** Commissioner St. James moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and to return with recommendations for Generator Testing/Inspections. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes and Commissioner St. James voted yes.

*Commissioner Coyle arrived at 8:34am.*

- Award: Janitorial Supplies (Engineering and Maintenance Services)

**Moved:** Commissioner Tombarello moved to award Janitorial Supplies proposal to WB Mason for a cost not to exceed \$15,000, to Central Paper for a cost not to exceed \$23,000, and to Clean-O-Rama for a cost not to exceed \$13,500, for the term 10/1/2020 to 9/30/22 as recommended by the Director of Facilities, Planning and IT. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Award: Lead Paint Abatement Mitchell Building (Engineering and Maintenance Services)

**Moved:** Commissioner Coyle moved to award Lead Paint Abatement Mitchell Building proposal to Envirovantage for a cost not to exceed \$21,830, as recommended by the Director of Facilities, Planning and IT. Commissioner Tombarello seconded. Commissioner Coyle asked to see the proposal because this only

includes primer and felt the price was too high. Director Gates confirmed the work would be done around the facia of the window and the sign, on that side only. She noted it has been up since 1850 and that everyone was invited to bid. It is in a awkward location and cannot be reached with our bucket truck. Commissioner St James suggested rejecting the proposal and to go back out to bid. Commissioner Coyle moved to reject the Lead Paint Abatement Mitchell Building proposal and to send out again for bid. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Award: Automatic Pedestrian Door – Driscoll Courtyard (Engineering and Maintenance Services)

**Moved:** Commissioner Coyle moved to award Automatic Pedestrian Door proposal to Northeast Door Corporation in amount of \$7,626, as recommended by the Director of Facilities, Planning and IT. Commissioner Tombarello seconded. Director Gates explained how currently the is not a lockable door, and that only the door is being replaced and will be tied into Secure Care. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Award: Onboarding (Human Resources)

**Moved:** Commissioner Coyle moved to award Onboarding proposal to NeoGov, as recommended by the Director of Human Resources. Commissioner Tombarello seconded and asked for the amount. Director Kivikoski stated the amount is \$14,995.00 annually. She will have to bring back for approval each year. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Award: Motorola Consolette (Sheriff's Office)

**Moved:** Commissioner Coyle to award Motorola Consolette proposals to 2-Way Communications Service, Inc. in amount of \$6,453.30, as recommended by the High Sheriff. Commissioner Tombarello seconded. Major Bashaw explained this will act as our backup as it does all bands. He noted we sent to several vendors and received only one bid. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Award: Inmate Personal Care Items Proposal (Department of Corrections)

**Moved:** Commissioner Tombarello moved to award Inmate Personal Care Items Proposal to Bob Barker annual amount not to exceed \$8,300, Aasdel Corporation annual amount not to exceed \$700.00 , and Americare annual amount not to exceed \$500.00, as recommended by the Corrections Superintendent. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

### III. Consent Agenda

1. Minutes: September 16, 2020 (Commissioners Office)  
To approve September 16, 2020 meeting minutes.
2. Minutes: September 21, 2020 (Commissioners Office)  
To approve September 21, 2020 meeting minutes.
3. Minutes: September 22, 2020 (Commissioners Office)  
To approve September 22, 2020 meeting minutes.
4. Payroll (Finance)  
To approve payroll in amount of \$1,096,837.42.for period ending September 26, 2020.
5. Warrants (Finance)  
To approve Departmental Warrants T210100, T210130, T210136, T210137, T210161, T210200, T210203, T210233, T210234. T210256, T210257, T2101268 totaling \$230,442.28; Departmental Warrants Entered by Finance T210281, T210282, T210283, T210284, T210285 totaling \$48,333.22; A/P Wire Payments T210182 totaling \$110,660.79; Payroll Warrants 09/14/2020, 09/17/2020, 09/21/2020, 09/24/2020, 09/25/2020 totaling \$75,605.09; General Ledger Warrants GL21079, GL21080, GL21081 totaling \$297.50; AutoPayments-Full amount previously approved by BOC T210009, T210010, T210012 totaling \$5,065.17; General Ledger Warrants cont. GL21082; totaling \$40.00; Grand Total \$470,444.05



6. Population Report (Department of Corrections)  
For informational purposes.

**Moved:** Commissioner Coyle moved to approve consent agenda. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### IV. Reports

##### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner St. James noted he and the other Commissioner's had a meeting with counsel on the stipend offered to employees for the mandatory testing and that pursuant to the Fair Labor Standards Act, employees have to punch into work if they are not scheduled to work upon having the testing done, and they must be paid for their time it takes for the waiting in line and the testing. He explained how the \$50 was given to supplement the average of 45 minutes it took for the testing and that when this was implemented, they were not aware the county had to pay employees if they were mandated to come in on their non scheduled work day. He noted the \$50 stipend will be removed and employees will be paid for their time only after today's testing. For those that came in for last weeks and this week's testing on their non workday, they will be paid for their time as well as the \$50 stipend.

**Moved:** Commissioner Coyle moved to withdraw the \$50 stipend for the COVID testing of employees. Staff that come in on a day off, will be paid for time it takes for the testing to be done, and those staff that are already working will not receive any additional amount of money or payment. Commissioner Tombarello noted Hillsborough County has paid no extra money to staff and made the mandatory testing as a requirement of their job. He felt this is unfortunate but is has to be done. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Interim Administrator Donna Roe noted there was a round of testing today and another next week until we receive all negatives.

Director Nickerson noted how edits had to be made to all the payrolls and gave a "thank you" to those that had to work on that process.

Commissioner Tombarello received a detail report from Director Gates on her departments. He spoke of Adult Medical Day Care and said the location in Hampton had to close their doors because they could not continue to operate due to the COVID situation

Commissioner Coyle received a report from Human Resources and noted how that department is incredibly busy. He reported the inmate count at the jail was at 102.

##### Corrections – Stephen Church, Superintendent

- Glendale Invoice # 106JAUG2020

Commissioner Coyle asked how much longer are we going to go on paying this, and if it continues, it looks like it will go over \$130,000 for the year. Director Demers said we have to follow the rules of COVID. She said we are losing money in the snack-bar as well. Commissioner Tombarello said we need to speak with Jim Hecker and explain to him that we cannot continue to pay for positions he should fill.

Superintendent Church gave history on the bill and why it shows up monthly. He said what we are paying is outside of the contract. He said if we cannot supply an employee then Glendale would hire someone up to \$250,000 per year. He said they are paying employees at time and half to fill these positions. He cannot pay anything outside of the contract language. He said we had to negotiate on what we pay Glendale and gave the example of how they have been paying up to \$50/hour for a dishwasher. He noted it should have been \$13./hour at 28 hours a day of inmate labor and not the taxes and medical insurances. He said he will bring in each month.

**Moved:** Commissioner Coyle moved to approve Glendale Invoice No. 106JAUG2020 in amount of \$13,202.28 for inmate labor, taxes and benefits, which are outside of the Glendale contract fees, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded. Superintendent Church added, what we agreed to basically pay people at the overtime rate was that rate only and not on insurance and taxes. Commissioner St. James called for a vote. Commissioner Coyle voted no; Commissioner Tombarello voted yes; and Commissioner St. James voted yes. Motion approved.

Finance Office – Charles Nickerson, Director

- Medicaid Cost Report - 06/30/2020

**Moved:** Commissioner Coyle moved to approve the June 30, 2020 Medicaid Cost Report and authorize the Chair to sign the necessary document, as recommended by the Director of Finance. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- 2020 MS-45 Form

*Director Nickerson requested this item be tabled and put it on next week's agenda.*

- IGT (Inter-Governmental Transfer) Agreement

Director Nickerson explained how this agreement is an informational-only item for now. He said that CMS is pushing this down on all the counties and noted the 9/30/2020 deadline. This agreement is part of the ongoing discussion on FMAP, as the dollar amounts of each county's cap is to be inserted into the document. He pointed out that the State does not have the correct starting date for the agreement, as it will be retroactive back to January 1st, for when the change in FMAP took effect. He stated that we only have a draft document for now and hopefully there will be an update with the 2:00pm administrators' call today. He noted that Ray Bower was not at all concerned for Strafford County, but that Hillsborough has a more significant issue as their nursing home operates as an enterprise fund, separate from the general fund. Mr. Nickerson said they are awaiting further discussion with DHHS, and noted that an agreement needs to be in place in order for the counties to receive transfers of monies from the State. Director Nickerson confirmed that there is no action required of the Board today.

- 2020 NHAC Dues Assessment

Commissioner St. James stated if we are non-paying members of NHAC they can set the cost for Corrections Academy. Superintendent Church said, in speaking on the tuition for cadets, the language is broad and vague. If there is a fight, it does not address that in the bi-laws. It does say they can set the price periodically. On that venue, we should keep an eye on being very well versed on the bi-laws. He believes they seem to be dependent on the officers. He said, in the bi-laws the officers have little power and are directed by the executive committee. He noted we have to be clear, if the officers take action outside of the bi-laws, then we have to take a look at that. He said they cannot keep Rockingham outside of the academy per 100-A. He said they have to follow the bi-laws.

Cathy Stacey added to what Superintendent Church said, in that the executive committee makes the decisions. She is currently the president of the Deeds affiliate and if Rockingham were to be removed as members of NHAC, she would not be an officer and would only be able to attend the meetings and not be permitted to participate. She said it is important we have a voice and gave example of how she is the HealthTrust chairman of the board and how important their working together helps to provide good medical coverage. Discussion ensued.

Director Nickerson explained how half of the 2020 calendar year NHAC dues were recorded as an expense for the prior year. By taking this step of recording a protective accrual, there is no danger of over-expending any of the FY 2021 departmental dues expense lines. Discussion ensued regarding whether the FY 2020 portion of the dues was an encumbrance or accrual, with Commissioner Coyle concluding that Finance has accrued half of the expense and stated so.

Commissioner Tombarello believes the affiliate groups are worth spending the money on and will vote yes, but remains skeptical of what happens next.

**Moved:** Commissioner Tombarello moved to approve the 2020 NHAC Dues Assessment for Rockingham County in the amount of \$26,576.00. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted no; and Commissioner St. James voted yes.

Human Resources – Alison Kivikoski, Director

- Exception Request Pursuant to Personnel Policies and Procedures 6-4 (M.W). (Long Term Care Services)

**Moved:** Commissioner Coyle moved to approve Exception Request Pursuant to Personnel Policies and Procedures 6-4 for an employee of Long Term Care Services (M.W.), to pay a temporary \$200 biweekly stipend while covering the staffing gap in the Nursing Department in addition to their regular duties, as recommended by the Interim Director of Long Term Care Services and Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James seconded. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Exception Request Pursuant to Personnel Policies and Procedures 6-4 (L.K. (Long Term Care Services)

**Moved:** Commissioner Coyle moved to approve Exception Request Pursuant to Personnel Policies and Procedures 6-4 for an employee of Long Term Care Services (L.K.), to pay a temporary \$200 biweekly stipend while covering the staffing gap in the Nursing Department in addition to their regular duties, as recommended by the Interim Director of Long Term Care Services and Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Leave With Pay – Leave of Absence Request (Long Term Care Services)

**Moved:** Commissioner Coyle moved to approve Leave with Pay – Leave of Absence Request for an employee of Long Term Care Services (B.H.), length of leave from 10/01/2020 to 10/31/2020, as recommended by the Interim Director of Long Term Care Services and Director of Human Resources. Commissioner Tombarello seconded. Commissioner Tombarello asked if this was the first request. Director Kivikoski asked for this request to be reserved for a non-public. Commissioner Coyle withdrew his motion. Commissioner Tombarello withdrew the motion to second.

- Leave With/Without Pay – Leave of Absence Request (Long Term Care Services)

**Moved:** Commissioner Coyle moved to approve Leave without Pay – Leave of Absence Request for an employee of Long Term Care Services (J.P.), length of leave from 10/03/2020 to 10/06/2020, as recommended by the Interim Director of Long Term Care Services and Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James seconded. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Exception Request Pursuant to 2020 Accrued Time Cash Out Deadline

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to 2020 accrued time cash out deadline, for an employee of the Delegation Office (C.H.), to approve to cash out of 72 hours (two workweeks) of earned time, in accordance with the criteria of the originally approved Cash Out, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Long Term Care Services – Donna Roe, Interim Administrator

- Friends Program RSVP (Retired & Senior Volunteer Program) MOU 10/02/2020 to 10/01/2023

**Moved:** Commissioner Coyle moved to approve the Friends Program RSVP (Retired & Senior Volunteer Program) Memorandum of Understanding for the term 10/01/2020 to 10/01/2023, and authorize the Chair to sign the necessary documents, noting Primex has no risk concerns, as recommended by the Director of Fiscal

Services. Commissioner Tombarello seconded. Commissioner St. James seconded. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### **V. New Business / Old Business**

Director Nickerson noted how his department has been busy with payroll and that there will be a miscellaneous run for stipends, and that it may not be in the bi-weekly payroll. The Cost Report will be delivered in person to the State today. He gave notice the MS-45 will be presented next week. The audits continue and they are looking at an increase in the fund balance as we did not use any that was set aside.

Interim Director Roe explained the reason for not taking in admissions on F2 was because of COVID. She gave an update on the status of each floor and noted they cannot make any moves because of the quarantine and that once they are off quarantine, they can begin to displace residents. She is hoping to close one unit to protect the residents.

Director Demers reported they were losing revenue and taking on a lot more expensed, and by not accepting new residents into Long Term Care, it has been a huge revenue hit.

Commissioner Coyle gave understanding to the staffing crisis and noted, we do have to take care of the members of the community. Director Roe stated she will revisit in another week, as we go through a second round of testing and noted nothing would happen for the next ten (10) days.

Director Demers gave notice she had the census report ready and that it will be on the October 6 Board of Commissioner's meeting agenda. She reported on Adult Medical Daycare and noted Seaside will be closing and the last day is today.

Director Roe reported the state did appear for a visit this week and that their report will be ready 10-15 days. She said we will have mandatory COVID testing today and that there is an RFP out for COVID testing as well. The state will be turning the testing and the cost over to the facilities. She estimates it could be about \$100 per test.

Director Kivikoski said, if staff that are required to be tested are going off site to test, and are having to pay for the cost, she will have them submit the bills. She will look into how our insurance covers this. She noted we have to pay for the test if our staff is required to be tested. As a result of having to send communication out to the employees on the testing, the postage line in Human Resources is going over. She will now put communication in Kronos moving forward to help reduce costs on postage. On applicant tracking she noted there will be training on October 19.

Director Gates noted she did exercise the Emergency Action Plan on Ice Pond Dam and Dike, structures which protect the jail from a 100-year storm event. She has been notified there will be a scheduled inspection at the end of October with DHHS. She reported on the Ladd farm forest and said we will lose about two (2) acres of diseased red pine along with selective cutting and noted we have not done this since 1991 and that this process is responsible management. She spoke about the water treatment facility and the emergency drill needed. She will coordinate with the Nursing Home on scheduling a tabletop disaster drill. She explained we have to do a low impact drill and that the fire department will not have to be on site or enter the Nursing Home.

County Attorney Conway spoke about the attorney fees with Exeter and that she sent the update to the Commissioners. She will call town counsel today. She has received word from the courts that jury trials will begin in November. The first and second weeks will be test cases, and she remains hopeful they will get some cases resolved. She reported there was another issue with the building and that there was a leak in the office of one of the attorneys today. She noted she has consulted with Attorney Bailey on the right-to-know request regarding a gentleman that had his conviction annulled. She will be redacting information and identifying personal information with the case.

Register of Deeds Stacey reported her department remains busy and noted they worked on 7000 documents this past month. She has not seen it like this since 2006. She has been doing interviews and found that once a few were called, they were not interested. On the leak at the courthouse, she had issues on Monday, because they flushed the system over the weekend and the hot water and systems were affected. Her staff is tired with all the work that is coming in and can relate to the staffing issue the Nursing Home is going through.

Major Bashaw noted they are implementing the necessary mandatory training to keep up with Law Enforcement Accountability both with the state and nationally. This will keep them ahead and in compliance with the recommendations from the executive orders or legislation. He said they have money in the Sheriff's budget for this training and that there will be legislation that will assist with these costs coming down the road later.

Superintendent Church reported they are operating a pre-COVID testing policy and it is working out well. He gave notice he will bring before the Board the Appriss service agreement at no cost to the County and that they have extended it to the end of the year.

Brenda Santos gave a reminder to the departments to have their annual reports mailed to the Commissioner's Office no later than October 31, 2020.

Commissioner Coyle said he was concerned about the NH RSA 91-a request that came into the Commissioner's Office. He pointed out the comment that was made to the news that we did not supply compensation to the employees that left may be in violation of 91-a. He explained how this information is opened to the public and he read NH RSA 91-a on how we must immediately make available agreements or settlements, and to have our attorney say he will get back in thirty (30) days, puts us in violation of 91-a. Commissioner St. James believed there was a wait period of seven (7) days after the agreement was signed and then would be an additional twenty-one (21) days. He suggested we call Attorney Mullen. Commissioner Coyle noted he did put a call into Attorney Mullen and has not heard back. He said once we make payment we have to immediately disclose that information. Commissioner Coyle made it clear, he is recommending that the information is released immediately and noted the violations in saying the statute is clear. Commissioner Tombarello noted that the RSA said if we have not released the information, then we have to.

Discussion ensued.

Commissioner Coyle said he has another issue, and that is an investigation that needs to be done on the text messages by Commissioner St. James to employees. He noted the text messages he is referring to, were said to have been inappropriate and were part the statements made in the investigation report. He is asking for the investigation to be conducted now because we do not know what the communications are with the employees. Commissioner St. James said the report was issued and we have an attorney handling this as we spoke of this before. Commissioner Coyle stated that he and Commissioner Tombarello had discussions on conducting an investigation on the text messages. He said, if you guys do not do the investigation, he would release the investigation report. Commissioner Coyle said we have not done anything about this and noted, we should not be sending sexually explicit text messages to employees and therefore, there needs to be an investigation. Commissioner St. James accused Commissioner Coyle of playing a game and that he wished to speak to Attorney Mullen on this. He said to clarify, it was text messages he sent and not conduct. Commissioner Tombarello noted he did highlight parts of the investigation report and would like to address those parts. Commissioner Coyle reminded Commissioner Tombarello they spoke of the need to investigate and that he was on board with him, and repeated sending sexually explicit text messages to an employee who is also a subordinate is inappropriate and needs to be investigated. He said the report said they were sexually explicit. Commissioner Tombarello noted he will not back off and agreed we must investigate the messages. Commissioner St. James stated, he shared memes right off of face-book and that he did not send sexually explicit images or texts and that he had nothing to hide. He mentioned how Commissioner Coyle's wife was running against him and felt this was an attempt to trip him up before the elections. Commissioner Coyle stated he is requesting there be an investigation on Commissioner St. James' relationship with this employee and others. Commissioner Tombarello gave history on himself on how he had to take a sexual harassment class after touching an employee on the hand while he was speaking to them about someone being fired over taking money from the county. He took the class and passed. Commissioner Coyle asked Commissioner St. James to release his messages that he sent to employees.

Commissioner St. James in speaking to Commissioner Coyle said he was trying to make this for his wife's campaign. He stated, it was an employee and he who were both going through emotional periods and that his messages were sent to try and change up the mood. He said he was only trying to be nice. He said he never touched an employee.

Commissioner Coyle spoke to Commissioner St. James and said, you should not use your position and power and you have to treat employees better than anyone else and by sending sexual explicit messages we could get sued and that was one of the claims of the employee. He stated, one of the employees said they could sue

and he is trying to prevent this. Commissioner Coyle said, you spoke to this employee at 10pm at night and then explained how this sends a terrible message. Commissioner Tombarello noted he does not speak with employees at night unless there is a fire or an emergency. Commissioner St. James said he will reach out to Dona Feeney and Dan Mullen. Director Kivikoski said this should be address is a non-public. Commissioner Coyle said this is about a public official and it has to be done in public. Commissioner Tombarello and Commissioner Coyle gave assignment to Brenda Santos to coordinate the investigation.

**VI. Public Comment**

**VII. Commissioners Non-Public Session**

**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 10:02am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner Tombarello moved to go out of non-public session at 11:12am. Commissioner Coyle second. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

*Non-meeting with Attorney Bailey*

- Leave With Pay – Leave of Absence Request (Long Term Care Services)

**Moved:** Commissioner Coyle moved to approve Leave with Pay – Leave of Absence Request for an employee of Long Term Care Services (B.H.), length of leave from 10/01/2020 to 10/31/2020, as recommended by the Interim Director of Long Term Care Services and Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Commissioner Coyle spoke on the Right -to-Know request and stated we need to let the public know how much Steve Woods and Tiffany McCarty were paid on their settlements. He read the portion of the RSA that said what must be made available and said, records to any payment to any agency member up for resignation or retirement paid in addition to regular time shall be made available to the public immediately.

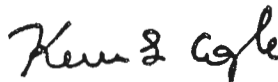
Commissioner Tombarello said Steven Woods resigned and we gave him \$15,000 over his regular salary and we had to pay for a head-hunter. Commissioner St. James said we need to reach back out to Attorney Mullen on this. Commissioner Coyle said it should come from us as we are the public body. Discussion ensued.

**VIII. Adjourn**

**Moved:** Commissioner St. James moved to adjourn at 11:31am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_



Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Monday, October 5, 2020 @ 3:30pm.

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair-T  
Commissioner Coyle, Clerk-T  
Patricia Conway, County Attorney-V  
Donna Roe, APRN, Interim, RCRNC Administrator-T

Katherin Mann, Office Administrator-Sheriff's Office-T  
Charles Nickerson, Finance Director  
Major Christopher Bashaw, Sheriff's Office-T  
Alison Kivikoski, Human Resources Director-V  
Brenda Santos, Senior Executive Assistant

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 3:36pm.

*The Commissioners of the Rockingham County Commissioners find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org)*

- Revised COVID – 19 Policies (Human Resources)

**Moved:** Commissioner St. James moved to approve the Amended Employee COVID-19 Mandatory Outbreak Testing Compliance Policy as outlined and recommended by the Human Resources Director and Interim Director of Long Term Care Services. Commissioner Tombarello seconded. Commissioner St. James called for a vote; Commissioner Tombarello voted yes; Commissioner Coyle voted yes; Commissioner St. James voted yes.

- Revised Employee COVID-Mandatory Outbreak Testing Compliance Policy acknowledgement (Human Resources)

**Moved:** Commissioner St. James moved to approve the Revised Employee COVID-19 Mandatory Outbreak Testing Compliance Policy Acknowledgement, as recommended by the Human Resources Director. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner Coyle voted yes.

Director Kivikoski will forward the amended policies onto the Division Directors and Elected Officials to share with their departments and Brenda Santos will post this information to the county website.

Commissioner Coyle noted that someone recorded last week's meeting and they did not disclose they were doing this prior to the meeting. Discussion ensued.

## II. Adjourn

**Moved:** Commissioner Coyle moved to adjourn at approximately 3:55pm. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_  
Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, October 6, 2020 at 8:30am

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent-T  
Jacqueline Cali-Pitts, Representative-V  
Donna Roe, APRN, Interim, RCRNC Administrator  
Janice Demers, Director of Fiscal Services LTC  
Jason Henry, Incoming Corrections Superintendent-T  
Brenda Santos, Senior Executive Assistant  
Nicholas Toumpas, IDN 6-V  
William Doyle, Regional Director Nat'l Correct. Emp.Union-V  
J. Cliffs-T  
Dennis Green, Representative-T  
Colleen Menard-T

Jude Gates, Director of Facilities, Planning & IT-V  
Chuck Massahos, High Sheriff-T  
Major Christopher Bashaw, Sheriff's Office-T  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director-V  
Patricia Conway, County Attorney-V  
Albert Brackett, Chief Deputy.Sheriff's Office-T  
Robin Bernier, IT Manager-V  
Jacqueline Cali-Pitts, Representative-V  
Peter Janelle, IDN 4-T  
Doug Thomas-T  
Lt. Michael Marriott-T  
Katherin Mann, Office Administrator-Sheriff's Office-T  
Officer Mark Shaheen-T

### I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:31am.

*The Commissioners of the Rockingham County Commissioners find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org)*

### II. RFP Openings/Awards

Commissioner Coyle asked if anyone is recording, audio/video, this meeting. Two people responded no. Commissioner St. James asked for anyone is recording this meeting to identify themselves. There was no response.

- Award: Vehicles (Sheriff's Office)

A discussion began on the award to Grappone for the purchasing of vehicles for the Sheriff's Office. The proposal award for Sheriff's vehicles to Grappone was denied by the Commissioner's at the September 30, 2020 meeting. The question was raised as to why the Sheriff's Office needed to change the original request at the time of budget proposal for one (1) van and four (4) interceptors, to one (1) van, two (2) interceptors and two (2) pick-up trucks.

High Sheriff Massahos read his interpretation of the end-result of the meeting he had with the sub-committee and executive committee members of the delegation on the vehicles award for the Sheriff's department. He said the committee unanimously felt the Sheriff's followed the process and that the Sheriff's Office has knowledge and statutory authority to proceed with this request to purchase the vehicles, and to deny this request was not at the best interest of the county and subject to legal action. He said he sincerely hopes the Commissioners will reconsider and offer to award the Sheriff's Office the vehicles.



Representative Cali-Pitts wished to make clear, it was not a unanimous decision of the sub-committee. She said this needs to be worked out in an amicable discussion for the best interest of the county, without bringing the courts into this. She stated we need to avoid the unnecessary court expense to the county. She noted we have the money voted and gave her confidence that the Sheriff's department does have the best expertise on how to spend their budget. She wanted to know why these vehicles needed to be purchased at this time. She gave reference to the national news and said the drug situation is getting worse and will become more prevalent. She thanked the Commissioner's for her time to speak.

Commissioner Coyle stated we can change the motion and noted how the Commissioners all agreed on the van and the interceptors. He said the discussion is reason why the Sheriff's Office needed two (2) unmarked pickup trucks.

Commissioner St. James said we should begin with the motion for the two (2) cruisers and the van with no trade-in.

**Moved:** Commissioner Coyle made a motion to approve the award to Grappone for two (2) Ford police interceptors and one (1) Ford Transit 350 low roof cargo van, amount to be determined by Director of Finance, with no trade in. (There was discussion to send the vehicles out to bid in lieu of using them for trade-in value.) Commissioner Tombarello seconded. Major Bashaw gave history on the trades and the sending out to bid (2013-2017) and said that in 2014 they put a vehicle out to bid and receive at the highest \$825. He said they used trade-ins with last year's budget. Commissioner Coyle stated he would like to auction in a sealed bid. Discussion ensued. Commissioner Tombarello gave concern if we do not honor the proposed contract and include the trade-ins and said Grappone may not be obligated to the RFP pricing. Director Gates noted they usually get rid of vehicles from her department that typically cannot pass inspection. Commissioner Tombarello noted this motion is to not trade-in now. Commissioner St. James called for a vote. Commissioner Tombarello voted no; Commissioner Coyle voted yes; and Commissioner St. James voted no. Motion denied.

Commissioner St. James moved to entertain another motion.

**Moved:** Commissioner Tombarello moved that we purchase for (2) Ford Police Interceptors, (1) Ford Transit 350 low roof cargo van amount to be determined, Grappone Ford has offered a trade allowance of \$9,500, and to authorize the Finance Director to seek appropriate financing, as recommended by the High Sheriff. Commissioner St James seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted no; and Commissioner St. James voted yes

Commissioner Tombarello asked Chief Deputy Brackett to walk them through what the need for these two vehicles. He noted how he explained in the past that these vehicles would best fit the needs of the Sheriff's in the success with drug interventions and would not be used for personal use. He said there would be a \$4,000 savings to what they budgeted.

Discussion ensued.

Commissioner Coyle asked if push bars and lights will be put on these vehicles. Chief Deputy Brackett said they will not be managing traffic stops and they will have what they need for investigations. He said they will save \$2,000 overall on the cost to purchase each vehicle with another savings of \$2,000 each on upfit equipment.

Discussion ensued.

**Moved:** Commissioner Tombarello moved to rescind the previous motion to approve the award to Grappone for two (2) Ford interceptors and one (1) van, with trade-in allowances. Commissioner St. James moved to withdraw his second to that motion. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle vote yes; and Commissioner St. James voted yes.

**Moved:** Commissioner St. James moved to award Vehicles – Sheriff Office proposal to Grappone Ford in the total amount of \$150,793.00; (the purchase cost for (2) Ford Police Interceptors, (2) Ford F150's and (1) Ford Transit 350 low roof cargo van was \$160,293.00; Grappone Ford has offered a trade allowance of \$9,500, and to authorize the Finance Director to seek appropriate financing, as recommended by the High Sheriff. Commissioner Tombarello seconded. Discussion ensued. Commissioner Coyle noted this was rejected a month ago and felt nothing has changed except they are being threatened and challenge the Linehan decision. Commissioner Tombarello noted the legal costs would be a lot for the county to stand up to this, and that he could not see that it was worth it. Commissioner St. James called for a vote. Commissioner Coyle voted no; Commissioner Tombarello voted yes; and Commissioner St. James voted yes. Motion approved.

- Award: Vehicle Upfit (Sheriff's Office)

**Moved:** Commissioner Tombarello moved to award Vehicle Upfit proposal to Adamson Industries in the amount of \$43,309.00, as recommended by the High Sheriff. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted no; and Commissioner St. James voted yes.

High Sheriff Massahos thanked the Commissioner's and noted he was looking forward to working with the Board

- Award: Generator Testing/Inspection (Engineering and Maintenance Services)

**Moved:** Commissioner Coyle moved to award Emergency Generator Annual Inspection and Service proposal to Tri-State Generator for the period of 11/01/2020 to 10/31/2023 for an annual cost of \$2,200 and for the stated rates for any other work they may be ordered, as recommended by the Director of Facilities, Planning and IT. Commissioner Tombarello seconded. Commissioner St. James called for a vote; Commissioner Coyle voted yes; Commissioner Tombarello abstained and noted he is a friend of this company; and Commissioner St. James voted yes;

- Award-Rejection: Copiers (Engineering and Maintenance-IT Services)

**Moved:** Commissioner Coyle moved to reject Copiers proposals opened on July 28, 2020 and extend our current agreement with Ricoh for nine months until June 30, 2020, in effort to keep COVID exposure limited with vendor personnel accessing our facilities for the setup and user training. Rich has agreed to extend our agreement for these terms, in addition has offered a 15% savings to the county's current lease amount. The new amount per month would be \$2,048.64, the price per copy \$0.0042/\$0.042 would stay the same. The new equipment total will adjust from \$87,300.00 to \$105,737.76, as recommended by the IT manager and the Director of Facilities, Planning and IT. Commissioner Tombarello seconded. Manger Bernier explained how the increase was due to the extension of nine months of the contract to get us to June 30, 2021. Commissioner St. James called for a voted. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes

### III. Consent Agenda

1. Minutes: September 30, 2020 (Commissioners Office)  
To approve September 30, 2020 meeting minutes.
2. Warrants (Finance)  
To approve Department Warrants T210101, T210131, T210138, T210235, T210236, T210269, T210270, T210271, T210272, T210273, T210274, T210301, T210316, T210317, T210318, T210319 totaling \$596,021.60; Departmental Warrants Entered by Finance T210290, T210291 totaling \$82,622.22; Payroll Warrants 10/01/2020, 10/01/2020 totaling \$14,333.45; General Ledger Warrants GL21107, GL21111, GL21112 totaling \$11,371.87; Autopayments Full amount previously approved by BOC T210000, T210002, T210004, T210005, T210008, T210009, T210010, T210011, T210012 totaling \$200,870.23; General Ledger Warrants Continued GL21113, GL21114, GL21115, GL21116, GL21117, GL21118, GL21119, GL21120 totaling \$110,366.90; Grand Total \$1,015,586.27.
3. Legal Invoices (General Government)  
For Informational purposes.
4. Monthly Turnover Report (Human Resources)  
For informational purposes.

**Moved:** Commissioner Coyle moved to approve consent agenda. Commissioner Tombarello seconded. Commissioner St. James asked to have the final copy of the September 30, 2020 minutes to reflect the following, and noted without any recordings there were two (2) statements that were made and should be encapsulated in the minutes based on what came out, both by Commissioner Coyle: "Commissioner Coyle stated that he and Commissioner Tombarello have had discussions on this investigation of text messages" and the other statement was " if you guys do not do the investigation, he would release the investigation report." Commissioner Coyle was fine with the amendment to the September 30, 2020 minutes. With those two additions, Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### IV. Reports

##### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner St. James noted he received a census report from Director Demers.

Commissioner Coyle reported the inmate count at the jail was at 103. He said they have reached a tentative agreement with the Sheriff's union.

Commissioner Tombarello said he was scheduled for union negotiations today and that the lead person could not attend. He spoke with Jim Hecker of Glendale and will meet again with him on Thursday or Friday on the dishwasher situation. He does not see there is a future on us getting inmates soon to help because of the COVID situation. He then gave notice he is reaching out to Director Gates on financial costs and revenues of i.e. utilities etc., as Strafford County Meals on Wheels is interested in having Glendale service their meals. He will bring proposals to the Commissioners on making these meals at Rockingham County.

##### Corrections – Stephen Church, Superintendent

- APPRISS- VINE Service Agreement Extension Notice

**Moved:** Commissioner Coyle moved to approve the APPRIS Service Agreement Extension Notice for VINE, term September 1, 2020 to January 1, 2021, Appriss agrees to waive the VINE fee of \$1,726.82/month, in good faith that the state continues to pursue funding opportunities for Rockingham County VINE, and authorize the Chair to sign the necessary documents, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

##### Finance Office – Charles Nickerson, Director

- 2020 MS-45 Form

**Moved:** Commissioner Coyle moved to approve the 2020 MS-45 Form period ending June 30, 2020 and authorize the Chair to sign the necessary documents, as recommended by the Director of Finance.

Commissioner Tombarello seconded Director Nickerson clarified the Clerk needs to sign. Commissioner Coyle changed to authorize the Clerk to sign. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Exception Request Pursuant to Personnel Policies and Procedures 9-3.B

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 9-3: B, to approve posting the Senior Accountant position on an internal basis only, for a period of ten calendar days, as recommended by the Director of Finance and Director of Human Resources.

Commissioner Tombarello seconded. Commissioner Coyle asked why. Director Nickerson explained how there was an internal person on the interviews for Financial Analysis that seemed to fit this position, and he felt would be an excellent candidate. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

##### Human Resources – Alison Kivikoski, Director

- FFCR Revised Policy Change: Temporary Policies Due to COVID-19

**Moved:** Commissioner Coyle moved to approve the FFCR (Families First Coronavirus Response Act) revised temporary policies due to COVID-19 that incorporates the required update to the definition of "healthcare provider" as established by USDOL on September 22, 2020, as outlined and recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Request for Title Change - Repurpose of Position: From Account Clerk to Admissions Assistant (Long Term Care Services)

**Moved:** Commissioner Coyle moved to approve Request for Title Change: Repurpose of Position; from Account Clerk MO2 to Admissions Assistant MO2, effective October 11, 2020, as recommended by the Director of Fiscal Services, Interim Director of the Nursing Home Administrator and Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Exception Request Pursuant to Personnel Policies and Procedures PPP 6-3 (S.D.) (Long Term Care Services)

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 6-3, to approve the hiring of S.D, as the Staff Scheduler at an hourly rate of \$20.00 (\$41,600 annually), as recommended by the Director Of Fiscal Services and Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes. Interim Administrator Roe said this person will begin the third week in October.

- Walk-In: Request for Regrade: Re-purpose of Position from Registered Nurse grade N09 to Infection Preventionist grade N11,

Director Kivikoski said, in speaking with Lauren, Meghan and Donna that they have been assessing this position since COVID. They are looking for this during the pandemic and she explained how there is a need to have someone to oversee more specifically to this pandemic. Interim Administrator Roe explained how critical the need was for the Nursing Home.

**Moved:** Commissioner Coyle moved to approve Request for Regrade: Re-purpose of Position from Registered Nurse grade N09 (Salary range Min \$22.31 Mid \$26.60 Max \$30.88) to Infection Preventionist grade N11( Salary range Min \$25.14 Mid \$29.98 Max \$34.81) as recommended by the Director of Human Resources and Interim Director of Long Term Care Services. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Walk-In: LHH Professional -Career Transition Services Agreement

**Moved:** Commissioner Coyle moved to approve the LHH (Lee Hecht Harrison) Professional Career Transition Services Order in amount of \$5,850, as a Bid Waiver was approved for this amount to LHH on September 16, 2020, and authorize the Chair to sign necessary documents, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### Long Term Care Services – Donna Roe, Interim Director/Administrator

- Adult Day Services Payout Update – August 2020

Commissioner Tombarello noted we gave them money out of the last budget, are we looking to do anything again to help. He noted Silverthorne and Seaside have closed. He will reach out to the remaining to see if we can help.

- American Express Points

**Moved:** Commissioner Coyle moved to approve authorization to use the 172,694 (as of last statement) American Express points on the Nursing Home's American Express card prior to a new card being issued to the facility, as recommended by the Director of Fiscal Services. Commissioner Coyle asked what they would buy. Director Demers noted how these points would be used for something for the residents. Commissioner Tombarello seconded. Commissioner Tombarello asked about the furniture replacement to the sunroom upstairs and if we have money budgeted for this. Director Gates noted it was in Bill Connolly's budget and due to COVID would revisit the bid in December. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Room Rate Increase Review

**Moved:** Commissioner Coyle moved to approve to keep the current nursing home rates at Private Room: \$395/day, Semi-Private: \$375/day and Rehab Unit: \$435/day, based on the current economic condition and look at an increase in one year's time, as recommended by the Director of Fiscal Services. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Medical Contract Staff Quarantine

**Moved:** Commissioner Coyle moved to no longer pay for the one week of a 14 day quarantine for out of state contract staff, where this is the responsibility of the contracted agency to provide services and not the facility's responsibility to pay for the mandatory quarantine, as recommended by the Director of Fiscal Services. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Commissioner Coyle noted we have a grievance hearing to do.

#### **V. Grievance Hearing – (M. S.) 9:15am. (Department of Corrections)**

Commissioner St. James asked parties if they wished for the hearing to be held in non-public or public. On behalf of M.S., William Doyle asked for the hearing to be held in non-public. Commissioner St. James asked for everyone that was remotely participating or in person participating, that were not a party to this hearing, to call, or remote back into, or return to the meeting at 10:00am.

**Moved:** Commissioner Coyle moved to go into non-public pursuant to NH RSA 91-A:3,II-a and to hold Grievance Hearing for M.S. at 9:44am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner Tombarello moved to go out of non-public hearing at 10:00am. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Parties agreed to continue the grievance hearing to October 14, 2020 at 9:30am.

#### **VI. New Business / Old Business 10:05am.**

Director Nickerson confirmed the Medicaid Cost reports were delivered on time. He relayed that DHHS said CMS is still requiring an agreement from each county our we will not get our transfers form the State, specifically were there is a FMAP issue. He noted he is promoting his senior accountant to senior analysis and said she has earned this with the time with the county and gave recognition to her attention to detail. He will be looking to fill her position now. His department is preparing a draft of the financial statements for the auditors. There will be a miscellaneous payroll run for the last week of testing stipends. October 15 will be another GOFERR submission and he is not seeing any more funding from the CARES Act.

Interim Administrator Roe presented a Chamber of Commerce plaque that was given to her yesterday, representing 25 years of support. She continues to look into having the LNA courses held here. She would like to reach out to NH Chronical to see if they could do a spread on our facility, to profile Rockingham County, to help with marketing. She is hopeful the quarantine is lifted on Thursday and would like to open admissions on Friday for Long Term Care and Skilled.

Director Demers confirmed that a "Thank You" went out to the family of Commissioner Barrows for the donation of the piano.

County Attorney Conway mention they were preparing for jury trials November 9 and 16. She had twenty-five (25) status conferences that would be best to hear. She continues with the strangulation trainings for her staff and the Sheriff's Office and noted it has been offered throughout law enforcement and prosecution. She noted the explicit bias training on November 20<sup>th</sup>, conducted through the Attorney General's office. On the Exeter follow up, she is meeting with the town leaders today.

Manager Bernier had no new news to report.

Superintendent Church noted the inmate count at the jail was below 100 this weekend. He asks that the Board consider his request to remove him from the executive committee association of county's and recommend Jason Henry to replace him.

Commissioner Coyle said we will put forward those motions next week.

Major Bashaw gave a thank you to County Attorney Conway for the strangulation training. He has implemented this as mandatory training for the deputies. His deputies will be part of the mandatory explicit bias training also.

Commissioner St. James asked if Brenda Santos could set up a committee to begin the screening of the resumes for the Senior Executive Assistant Position for the Commissioner's Office. Commissioner Coyle asked for a maximum of five (5) candidates for the Commissioners to interview. Director Kivikoski will send over the packets for the Director of Nursing and the LTC Administrator today. She reviewed the process and noted she would meet with Donna Roe, Janice Demers on these two (2) positions. Commissioner Tombarello asked that Ray Bower be added to this group to review. Director Kivikoski will provide Donna Roe, Janice Demers, Ray Bower and the Commissioners with the applicants of these two (2) positions.

Commissioner Coyle had a question on the investigation. Have we paid it and if so, out of what? Director Kivikoski said she has sent the bill onto A/P for payment. Director Nickerson noted it was on this A/P list, and that the legal Nursing Home line was used.

Commissioner St. James gave notice of the NHAC Commissioner's Council meeting and said we need a proxy person. He gave recommendation for Commissioner Tombarello to be the proxy person and noted the meeting is set for October 13 and we need one (1) representative. Commissioner Tombarello said he would sit in on that meeting. Commissioner St. James gave direction to Brenda Santos to inform Kate Horgan/NHAC, that Commissioner Tombarello will be the proxy for Rockingham County.

## **VII. Public Comment**

- IDN Reports-Region 4 and Region 6

Nicholas Toumpas and Peter Janelle gave brief updates on IDN 4 and IDN 6 and went over the periodic reports they prepared and submitted to the Commissioners in advance of this meeting.

Mr. Janelle called out that the two IDN remain on board for the trainings for the Nursing and Corrections departments and gave a thank you to Director Kivikoski on the communications with IDN 4. They are focusing on more training to sustain overtime.

Mr. Toumpas explained how they did not provide quarterly reports over the COVID situation and what they presented today, was a six (6) month check point. He gave highlight to the four key areas IDN 6 and IDN 4 were focused on. He said because of COVID they have an increase use in telehealth, and that both IDN's have provided trainings. Also, they are focusing on families and the stress of children going back to school and they are monitoring the drug situation as well. He gave an example of how within one family, you could have one child having to go to school remotely, one in person, and one having to be home schooled. Since February Medicaid enrollment is up in Rockingham. He expects the numbers for August and September to be increased as well. The State has reported a \$500,000 million dollar shortfall and they are monitoring what effect this has on DHHS. He said they provided \$15,000 to the Rockingham County Nursing Home with the expectation that they would provide him with a report from the county. He noted Director Demers did provide an accounting on how this was spent, and he noted it was for COVID supplement.

Commission Tombarello suggested that Mr. Toumpas and Mr. Janelle contact the Delegation office and bring to them an overview of what good the IDN is doing for Rockingham County.

*Nicholas Toumpas and Peter Janelle left the meeting at 10:51 am.*

## **VIII. Commissioners Non-Public Session**

**Moved:** Commissioner Tombarello moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 10:56 am. Commissioner Coyle seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner Coyle moved to go out of non-public session at 11:29am. Commissioner Tombarello second. Commissioner St. James called for a vote. Commission Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Position Description: Executive Assistant (Long Term Care Services)

**Moved:** Commissioner Coyle moved to approve Position Description for the Executive Assistant, Department Long Term Care Services Administration, reporting to the Long Term Director, as recommended by the Interim Director of Long Term Care Services and Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote; Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**IX. Adjourn**

**Moved:** Commission Coyle moved to adjourn at 11:30am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:

Received by: \_\_\_\_\_ 

Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, October 14, 2020 at 8:30am

### Present: (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent-T  
Cathy Stacey, Register of Deeds-V  
Donna Roe, APRN, Interim, RCRNC Administrator  
Lt. Michael Marriott-T  
Jason Henry, Incoming Corrections Superintendent-T  
Brenda Santos, Senior Executive Assistant  
William Doyle, Regional Director Nat'l Correct. Emp.Union-V

Jude Gates, Director of Facilities, Planning & IT-V  
Chuck Massahos, High Sheriff-T  
Major Christopher Bashaw, Sheriff's Office-T  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director-V  
Patricia Conway, County Attorney-V  
Officer Mark Shaheen-V  
Robin Bernier, IT Manager-V  
Brian Chirichiello, Representative-V

### I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:33am.

*The Commissioners of the Rockingham County Commissioners find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org)*

Commissioner St. James gave recognition to all the Rockingham County staff for doing their part in protecting residents and staff throughout the county during this pandemic.

### II. RFP Openings/Awards

- Open: Aruba Access Points Equipment (Engineering and Maintenance Services – IT)  
Opened proposals from Howard Technology Solutions dba Howard Industries, Inc, Ockers Company, Connection, Diltex Inc., Data Connection Enterprise, and AKA Com Solutions, Inc. and Hypertec Direct

**Moved:** Commissioner Coye moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and to return with recommendations for Aruba Access Points Equipment. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Open: Computer Equipment (Engineering and Maintenance Services – IT)  
Opened proposals from Hypertec Direct, Telrep Co., Mvation Worldwide, Inc., Diltex Inc., Ockers Company, Howard Technology Solutions dba Howard Industries, Inc., Connection, and AKA

**Moved:** Commissioner Coyle moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and to return with recommendations for Computer Equipment. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

### III. Consent Agenda



1. Minutes: October 05, 2020 (Commissioners Office)  
To approve October 5, 2020 meeting minutes.
2. Minutes: October 6, 2020 (Commissioners Office)  
To approve October 6, 2020 meeting minutes.
3. Payroll (Finance)  
To approve payroll in amount of \$1,135,506.08 for period ending October 10, 2020.
4. Population Report (Department of Corrections)  
For informational purposes.

**Moved:** Commissioner Coyle moved to approve Consent Agenda. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

#### IV. Reports

##### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Coyle reported there was a runner from the jail that was gone for 3-4 hours and apprehended by the State police. He noted the inmate count at the jail was at 109. Superintendent Church said the protocols worked well with the State Police on apprehending the inmate.

Commissioner Tombarello gave reports on the NHAC meeting and said the dues will be reduced and noted he had voted to reduce them. He gave reminder the NHAC conference that is coming up (*October 26-30, 2020*) and that the ticket price was \$100. He could see there will be a lot going on and there would be many good speakers.

Commissioner St. James invited the departments to disburse the NHAC Conference information to their employees.

Commissioner Tombarello met with Linda Steir of Senior Class Adult Day and Home Health Services and Maria Camerlengo of Silverthorne Adult Day Center. He said they are in tough shape and explained how they are limited to having four (4) residents to one (1) staff and that they are hurting with staffing costs and supplies due to this pandemic. He suggested releasing another \$5,000 of the Adult Medical Day Care funding to each of them. Commissioner St. James noted with two (2) of the agencies now closed, he would be interested in releasing up to \$10,000 to hold them off. Commissioner Tombarello leaned toward the \$5,000 and will ask them to zoom in and speak with us first. Commissioner Coyle agreed with the \$5,000, with an update in two (2) weeks. The Commissioners agreed to do a motion at the end of this meeting. (*This motion did not take place today, due to time, and is moved to the October 21, 2020 meeting.*)

Commissioner Tombarello gave notice County Attorney Conway will zoom in later and she will bring updates to the Town of Exeter Right-to-Know. He said Director Gates did bring him up to date on her departments and that she spoke with Jim Hecker from Glendale and he will meet with Strafford tomorrow. Commissioner Tombarello will be meeting with Jim Hecker today on the dishwasher situation. He gave recognition to the group that spent six (6) hours with applicants for the Senior Executive Assistant position, of which he took part in also, and noted they did a great job and were very professional. He said the Commissioners will interview four (4) very qualified candidates today.

Commissioner St. James reported the Nursing Home is straight out and doing a fine job. He noted the Finance Department were here over the long weekend to complete payroll. He said it would make it easier if payroll was changed to Friday and explained how Finance must work over on the holidays. He suggests that in the New Year they look into changing the bi-weekly pay date to Friday.

- Appoint Replacement Representative for Rockingham to NHAC Executive Committee

**Moved:** Commissioner Coyle moved to appoint Charles Nickerson to represent Rockingham County as a Member of NHAC Executive Committee, this position was held by Steven Woods and has recently been vacated. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Exception Request Pursuant to Personnel Policies and Procedures

**Moved:** Commissioner Coyle moved to approve Exception Request Pursuant to Personnel Policies and Procedures 8-2 for an employee of the Commissioner's Office (B.S). Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Corrections – Stephen Church, Superintendent

- Approve Appointment Jason Henry - Representative NHAC Executive Committee & NHAC Counties Corrections Certification Board

**Moved:** Commissioner Coyle moved to approve the appointment of Jason Henry to be the representative of Rockingham County on the NHAC Executive Committee and NHAC Counties Corrections Certification Board, as recommended by the Corrections Superintendent. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Engineering & Maintenance Services – Jude Gates, Director

- Potential County Timber Sale-NH Extension; Tree Farm Committee

**Moved:** Commissioner Coyle moved to approve the clearing of about two (2) acres and lightly thinning of approximately eight (8) acres more at the Ladd Farm on North Road, by UNH Extension, NH Tree Farm, the purpose is to salvage a small amount of timber that is infested with an invasive insect pest before it dies, the project may begin in 10-14 days and the clearing will be noticeable from North Road, and to authorize the Chair to sign the NH Department of Revenue Administration Notice of Intent to Cut Wood or Timber, as recommended by the Director of Facilities, Planning and IT. This project may generate \$2,500 – 4,000 for the county. Commissioner Tombarello seconded. Commissioner St. James suggested an article be put in the news as it is good to harbor the forests. Director Gates noted she will contact Brentwood Newsletter and coordinate an article. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Finance Office – Charles Nickerson, Director

- 10/15/2020 GOFERR Reimbursement Request

Director Nickerson informed the Board that there was no longer a 10/15/20 submission deadline for the GOFERR funding request, as a new 10/31/20 deadline will now cover reimbursable expenses from 09/01/20 through 10/15/20. This delay allows for the inclusion of another biweekly payroll in the submission. He did reiterate that the funding request amount will still be approximately \$617,000, which is the balance of the \$1.821 million that was allotted to Rockingham County. Mr. Nickerson further explained that the State is now following the more lenient and most recent guidelines established by the Federal Government with regards to use of CARES Act funds. Allowable Nursing department payroll alone will be more than \$617,000. He stated that everything will be ready by Friday, October 30th for signature by the Chair. Discussion ensued

Human Resources – Alison Kivikoski, Director

- 2021 Holiday Schedule

**Moved:** Commissioner Coyle moved to approve the Rockingham County 2021 Holiday Schedule as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Red Cross Blood Drive Request – November 20, 2020

**Moved:** Commissioner Coyle moved to approve request for permission to host an additional blood drive on November 20, 2020 in the Hilton Auditorium from 12:00pm. To 5:00pm, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Employee Health Services – Friday “Extra” Day through end of December

**Moved:** Commissioner Coyle moved to approve an extension of the extra Friday through the end of December for Employee Health Services, as recommended by the Director of Human Resources. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Long Term Care Services – Donna Roe, Interim Director/Administrator

- Line Item Transfer from Medical & Nursing FICA to Medical & Nursing Retirement

**Moved:** Commissioner Coyle moved to approve Line Item Transfer \$11,400 from 117020000-52100 Medical & Nursing FICA to 117020000-52103 Medical & Nursing Retirement, transfer effective date of June 30, 2020, as recommended by the Director of Fiscal Services, and Interim Director of Long Term Care Services. Commissioner Tombarello seconded. We must pay NHRS by the end of July and he proposed this come from FICA lines. It will take care of this to the end of the year. He said the NHRS rate changes and will increase in July and gave notice it will impact us in FY 2021. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Line Item Transfer from Dietary Service Contracts to Bed Assessment

**Moved:** Commissioner Coyle moved to approve Line Item Transfer amount \$56,766 from 117010000-53600 Dietary Services Contracts to 117000000-59032 Bed Assessment, transfer effective date June 30, 2020 as recommended by the Director of Fiscal Services and Interim Director of Long Term Care Services. Commissioner Tombarello seconded. Director Nickerson explained how the dietary service contract line for FY 2020 has been lower because of COVID, overall, less labor, less food, less materials and though more overtime, there was less labor, and this is a safe place to take from. He said we did not anticipate the 1.1 million more as far as ProShare, and with the State DRA requiring all 960,000 of direct cares money received to be part of the 5% bed tax, we did not budget enough. The percentage amount is close to the transfer amount. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes. Commissioner St. James asked if we speak with Jim Hecker we should see if we can do away with the dishwasher on the contract.

- MAS Medical Staffing 2020 Per Diem Rate Increase: Effective 11/01/2020

**Moved:** Commissioner Coyle moved to approve MAS Medical Staffing 2020 Per Diem Rate Increase, effective 11/01/2020 as outlined and recommended by the Director of Fiscal Services and Interim Director of Long Term Care Services. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Exception Request Pursuant to Personnel Policies and Procedures 6-4

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Personnel Policies and Procedures 6-4, for an employee of Long Term Care Services (D.R.), to pay \$400 weekly stipend while covering significant duties in the absence of two management-level employees of Long Term Care Services in addition to this employees regular duties. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Payroll Change Notice

**Moved:** Commissioner Coyle moved to approve Payroll Change Notice for an employee of Long Term Care Services (D.R.) Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

## V. New Business / Old Business

- Reminder—Annual report due the Commissioner's Office no later than 10/31/2020.

County Attorney Conway announced the CAC award (Champion for Children) was given to Kristin Vartanian for the work she does on child sexual assault cases. After Attorney Vartanian and the Deputy County Attorney

attended the ceremony for this, they learned they were exposed to COVID-19. She worked this out with Director Kivikoski and the medical staff, and reported all tests came back negative and everyone remains healthy. Her department is busy getting ready for grand jury next week with a few in November. On the request for attorney fees for Exeter, there are two (2) attorney's involved representing Exeter. Exeter did not answer all her questions. She asked them to send the original right-to-know requests (*there were three (3)*), a copy of the pleadings, and the audio of the hearing. She needs a better feeling of the facts and what role our employee paid in this. She is hoping to have a recommendation to the Board next week. She is waiting on the copy of the pleadings.

Commissioner St. James gave congratulations for Attorney Vartanian and the award she received and asked for everyone to join in a round of applause for her.

Director Gates noted we had 1.14 inches of rain yesterday, the report came from our official weather station at the waste-water treatment facility. She has an inspection with the Brentwood Fire Department on Tuesday to review the staff development classroom that will be used for LNA training. On Wednesday NHDES will be here to inspect the ice pond dam and the dike out behind the jail. Her department remains COVID free.

Commissioner St. James noted there were people grumbling on Facebook about the sprinklers at the 3-Ponds development. He wishes to clarify that this county only services domestic water for them. They pay us for water that is metered by us. Their sprinklers are fed by 3-Ponds own wells with no use of town or county water. Commissioner Tombarello said he spoke with Joe Falzone and will be given a walk-through by him sometime next week. Director Gates noted 3-Ponds has purchased additional land and will be adding thirteen (13) more homes. Commissioner Tombarello relayed, with the rising cost of wood, Joe Falzone said the price of each home has gone up \$25,000.

Director Kivikoski said they were moving along on the Director of Nursing applicant pool. She noted Jim Reidy will be a presenter at the NHAC conference. Although the Long Term Care Stabilization has ended with unemployment securities she said, one of the agencies believe they have outstanding monies owed. She is working with Director Nickerson on this research and will bring updates. She has information for the Nursing Home Administrator and noted applications are coming in. She will meet with Ray Bower, Donna Roe and Dr. Singer on these and will bring updates. She expects interviews for the Director of Nursing position will begin next week. This morning the finalists will appear before the Commissioners for the Senior Executive Assistant position.

Commissioner Tombarello asked about the Nursing Home Administrator applications and said Ray Bower and David Ross have suggested two names to him and was looking to see if they were in the pool. Director Kivikoski will send the updated resumes over to the Board.

Register of Deeds Stacey noted her department remains busy.

Superintendent Church said his department remains COVID free and all was going well. In speaking with Glendale and the addition of making meals for Strafford County Meals-on-Wheels, he asked Commissioner Tombarello to address the ongoing difficulty his staff is now experiencing when getting at the loading dock with their trucks, specifically with lunch and dinner.

Major Bashaw said they have implemented the bias and strangulation training as they see the mandates down the road. They assisted in the arrest yesterday and commended Assistant Superintendent Consentino on getting real time updates and sending over to the command post in keeping the perimeters covered, with the inmate that was on the run.

Interim Director Roe said the State has set a limit of five (5) to a class when we host the LNA classes. She announced the hair salon opens today and the hairdresser has been working as a universal worker. The Nursing Home is on phase 1 now and will begin family visits tomorrow and possibly outside, with Social Services contacting families as we begin to open. We fall into the State Surveillance Mode, which translates to having 100% of the staff tested once per month and 10% each week, with last weeks test counting towards our September 100% requirement. Our first 10% is next week. The County will be responsible for about 50% of the overall test cost. We will be reimbursed up to \$100 per test (maximum 260 tests/per month). We will be doing our own testing, we will create our own pool to test, and we have the ability to change the time for testing. She and Director Demers will reach out to Director Nickerson on the costs of about \$15,000- \$25,000 and noted we

must sign a contract with the State on this that we are complying with State required regulations. She has an RFP on COVID-19 testing to be opened at the October 21, 2020 meeting. She asked for a sound board to be placed outside the Administrator of Long Term Care office for privacy to sensitive discussions. Director Gates will coordinate this and, have one placed outside of the Maureen Barrows Conference room also. Interim Director Roe said there was a surprise DHHS survey last week and that it went well. She has a non-public to further speak on this. She said they are opening for admissions and that Director Demers, Tammy, and Exeter Hospital is aware. We can now take up to eight (8) skilled and or Long Term Care residents, and that Tammy has possibly two (2) ready to admit. She noted we do have the quarantine unit ready for the fourteen (14) day requirement once they are admitted.

Director Nickerson gave additional updates on the CARES Act. He informed the Board that the County did get \$337,700 from the CARES Act, which cannot be used to offset Nursing Home lost revenues. The main purpose of the funds is to go towards COVID-19 testing, which will help offset the downshifting of testing costs (mentioned by Donna Roe) from the State to the County. These funds can also be used for expenses related to remote resident visitation, and will be recorded in the Contingent Grant Special Revenue Fund

Director Nickerson reported his department has completed the first quarter budget review packets and they will be going out today to the Executive Committee (Cheryl will be picking them up). He gave a reminder that the first quarter Executive Committee Meeting is Friday, October 23, 2020 at 9:30am. He reminded the departments that, with Veteran's Day falling on a Wednesday (a bank holiday), the direct deposit deadline for that week's payroll is backed up from 6:00pm on Tuesday to 6:00pm on Monday. He said that, as a result, his department would be working that Sunday, and the same thing will happen during Thanksgiving week. With regards to the earlier discussion on a change to a biweekly Friday pay date, Director Nickerson is in favor of this change but stated it may involve more than filing the change with New Hampshire Department of Labor and providing ample notice to employees, as there may be at least one union that will view such a change as a change in working conditions. A one-day change to the pay date would save the County overtime costs

Commissioner St. James spoke briefly on a request that came to the Commissioner's Office for information for the Delegation because an SEA put together a request to activate the personnel committee. They jumped a few steps and we are working through this.

Commissioner St. James asked Bill Doyle if he wished for the grievance hearing to be held in non-public or public. Mr. Doyle asked for the hearing to be held in non-public.

## **VI. Public Comment**

Represented Chirichiello, had two things he wished to ask. He stated he noticed the last minutes posted to the county website were August 11 and said, the minutes have to be made available to the public and asked why they were not posted in a timely fashion.

Commissioner St. James responded in saying they are available every week and gave confirmation that the Commissioner's Office makes them available and are ready on time. He stated, as to the posting to the website, this may have been an oversight. Brenda Santos took responsibility in the delay of the posting to the website.

Representative Chirichiello then said, Commissioner Coyle asked at the beginning of last week's meeting, if anyone were making a recording of this meeting. Representative Chirichiello stated that he was not making a recording of this meeting and said, in the name of transparency at the State level meetings, people are permitted to record or video. He pointed out that there was a record button on the bottom of this Zoom meeting screen, and if people wanted to record, they would be able to. He wanted clarification if Commissioner Coyle was speaking about public or non-public meetings.

Commissioner Coyle said, we generally do not record our meetings and he understands people can record, but generally you are required to give notice if you are recording. He said, it was clear someone recorded last week's meeting and gave that recording to the newspaper, and that no one told us they were recording the meeting.

Representative Chirichiello then wished to address another subject and said, at last week's meeting Commissioner St. James asked for two things to be added to the minutes: He said, two Commissioners were discussing whether to investigate another Commissioner. If two Commissioners are discussing something outside of public, that is an illegal meeting and asked, did he misunderstand.

Commissioner St. James said he wanted it documented because it was part of the meeting that was not recorded, and he wanted it recorded. He said he saw this information on Facebook and made it clear that he personally does not conduct business that way. He noted he can only speak for himself.

Representative Chirichiello asked if anyone else wanted to chime in on this.

*No one responded.*

Commissioner St. James gave conclusion to the public comments and said, there will be a few non-publics and one grievance hearing in non-public.

**VII. 9:30am- Grievance Hearing (Continued from 10/06/2020) (Department of Corrections)**

**VIII. Commissioners Non-Public Session**

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 9:36am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes

**Moved:** Commissioner Coyle moved to close the grievance hearing and to go out of non-public at 9:50am. Commissioner St. James seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner Coyle moved to affirm the decision made by Superintendent Church in giving a written warning to and corrections officer. Commissioner Tombarello seconded. Commissioner St. James gave understanding as to why they did this and will go from what Mr. Doyle said, acknowledging that this was unbecoming of a corrections officers. He feels there is more to the story and would recommend an oral warning and an apology letter from the Corrections Officers to the two officers involved. Commissioner St. James Called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted no. Motion Carries and Commissioner St. James noted there will be a written warning placed in this officer's disciplinary folder

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 9:58am. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner Coyle moved to go out of non-public. At 12:25pm. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

**Moved:** Commissioner Coyle moved to approve and sign the Investigation of K.S. Agreement with Attorney Dona Feeney. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James abstained.

**IX. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 12:35pm. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Minutes taken and typed by Brenda Santos:

Received by:                     Kevin Coyle                    

Kevin Coyle, Clerk-Rockingham County Commissioners



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, October 21, 2020 at 11:30am.

**Present:** (T=by Telephone, V=by Video Conferencing)

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Stephen Church, Corrections Superintendent-T  
Cathy Stacey, Register of Deeds-V  
Donna Roe, APRN, Interim, RCRNC Administrator  
Janice Demers, Director of Fiscal Services LTC  
Robin Bernier, IT Manager-V  
Amanda Vicary

Jude Gates, Director of Facilities, Planning & IT-V  
Jason Henry, Incoming Corrections Superintendent-T  
Major Christopher Bashaw, Sheriff's Office-T  
Charles Nickerson, Finance Director  
Alison Kivikoski, Human Resources Director  
Patricia Conway, County Attorney-V  
Albert Brackett, Chief Deputy, Sheriff's Office-T

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:34am.

The Commissioners of the Rockingham County Commissioners find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #646-558-8686 or 312-626-6799, or Zoom.us, both using the meeting ID # 580 891 8771. Telephonic/Zoom accessing information to the meeting was provided to the County employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org)

## II. RFP Openings/Awards

- Open: UVC/Ozone Disinfection Robot (Engineering and Maintenance Services)  
Opened proposals from Surgical Laser and Finsen

Commissioner Coyle asked if this RFP was in the budget. Commissioner St. James noted it was not budgeted for and gave reason for it being beneficial to the Nursing Home and to the Corrections facility.

**Moved:** Commissioner Tombarello moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals, and to return with recommendations for UVC/Ozone Disinfection Robot. Commissioner Coyle choose to not second because it is not in the budget. Commissioner St. James seconded and asked for discussion. He said because of the COVID situation, he would ask the finance office to see if we could get it through FEMA or other sources. Director Nickerson explained possibilities of where the funding would be allocated from that there was about \$35,000 in there now that could be used for this. Commissioner St. James called for a vote. Commissioner Coyle voted no; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Open: Laboratory COVID-19 Testing (Long Term Care Services)  
Opened proposals from Bode Technology, Well Health Management, LLC, Woodhill's Labs, Genie IQ, Fulgent Genetics, IXlayer Inc., siParadiam Medical Laboratory, Med Vet Solutions, Norbx, Onsite Screenings, LLC, Eurofins, Lab Diagnostics LLC, Healthquest Lab, Premier Medical, Virus Geeks, Advanced Diagnostic Laboratory, Davies Med. Clinic, Dascena Inc., Florida Family Labs, Quest Diagnostics, and Phamatech Inc. and Occumed.

Commissioner St. James noted this RFP was not budgeted for. Commissioner Coyle confirmed this was not budgeted for, but that it is mandated.

**Moved:** Commissioner Coyle moved to authorize the Interim Director of Long Term Care Services to review, evaluate the proposals, and to return with recommendations for Laboratory COVID-19 Testing. Commissioner Tombarello seconded. Commissioner St. James called for a vote; Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

- Open: Communications Equipment-Supply and Install (Engineering and Maintenance Services)  
Opened proposals from 2-Way

**Moved:** Commissioner Coyle moved to authorize the Director of Facilities, Planning and IT to review, evaluate the proposals and to return with recommendations for Communications Equipment Supply and Install. Commissioner Tombarello seconded. Commissioner St. James called for a vote; Commissioner Coyle vote yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

- Award: Submersible Sewage Pump (Engineering and Maintenance Services)

**Moved:** Commissioner Coyle moved to award Submersible Sewage Pump proposals to AA/Fay, in amount of \$4,758, as recommended by the Director of Facilities, Planning and IT. Commissioner Tombarello seconded. Commissioner St. James called for a vote; Commissioner Tombarello voted yes; Commissioner St. Coyle voted yes; and Commissioner St. James voted yes.

- Award: Reject Proposals VMWare (Sheriff's Office)

**Moved:** Commissioner Coyle moved to reject all three bids from Connection, Hypertech and vCloudTech for VMWare, and send out a new RFP that will provide each vendor the equal and fair opportunity to resubmit quotes with appropriate quantities and pricing, as recommended by the High Sheriff. Commissioner Tombarello seconded. Commissioner St. James called for a vote; Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

### III. Adult Medical Day Care

- Silverthorne Adult Day Center & Senior Class

**Moved:** Commissioner Coyle moved to approve the payment of \$5,000 each to Silverthorne Adult Day Center and to Senior Class, for Adult Medical Day Care assistance during the COVID-19 pandemic. Commissioner Tombarello seconded. Commissioner Tombarello noted Easterseals opened about four weeks ago but have taken in no one from Rockingham County. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes

*Interim Director Roe joined the meeting at 11:49am.*

- DHHS County Cap Invoice No. C91358

Discussion ensued regarding the DHHS County Cap invoice from the State of NH Department of Health and Human Services in amount of \$1,670,848.00. A letter from DHHS dated October 13, 2020 to Director Nickerson detailed the payments received by Rockingham County and the interest amount the State will charge on amounts below what the State is requesting. (*Presented before the Board were two amounts to choose from to pay, \$1,463,663.00 and \$1,670,848.00*). Commissioner St. James recommended to pay the total amount but to continue to challenge the amount. Commissioner Coyle stated we are already paying what we feel we owe. Commissioner Tombarello gave clarity that the State will charge us interest only on what we do not pay.

Register of Deeds Stacey gave reminder of how this was challenged and fought in the past. She said we did not pay then, and they complained, and it ended up in court and that the County was successful. She stated, why overpay if we feel we owe a certain amount. She believes it was in the late 90's or early 2000's this situation occurred. She said Attorney Bob Dunn of Devine Millimet in Concord represented the County back then. Commissioner Coyle pointed out how it is hard to get the money back if we overpay and would not agree to pay what we do not owe. He said if we have to pool in some money with the other counties for legal help, then we should. Director Nickerson will ask the Dupont Group (NHAC) where we are and what the Counties point of view is and give reminder of the past and how the Counties handled this. Discussion ensued.



**Moved:** Commissioner Coyle moved to approve to pay to DHHS the County Cap amount of \$1,463,663.00 (T210298). Commissioner Tombarello seconded. Commissioner St. James noted we are making our payment on what we feel we owe. We will engage with NHAC to engage with the other Counties on this. Director Nickerson noted it is about \$15 million in total. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted no.

#### IV. Consent Agenda

1. Minutes: October 14 ,2020 (Commissioners Office)  
To approve October 14, 2020 meeting minutes.
2. Warrants (Finance)  
To approve Departmental Warrants T210102, T210132, T210139, T2101237, T210277, T210278, T210279, T210322, T210323, T210325, T210326, T210331, T210345 totaling \$335,239.32; Departmental Warrants Entered by Finance T210299, T210361, T210362, T210363, T210364, T210365 totaling \$67,296.00; AP Wire Payments T210255, T210298 totaling \$1,572,312.79; Payroll Warrants 10/5/2020, 10/6/2020, 10/8/2020, 10/15/2020 totaling \$18,866.61; General Ledger Warrants GL21130, GL21131, GL21144 totaling \$451,557.81; AutoPayments-Full amount previously approved by BOC T210007, T210009, T210010, T210012 totaling \$4,884.19; BOC previously authorized payments T210264, T210262 totaling \$33,682.72; General Ledger Warrants continued GL21145, GL21146, GL21150, GL21151, GL21152, GL21153, GL21154, GL21155 totaling \$1,018,190.09; Grand Total \$3,501,829.53.
3. September 2020 Turnover Report (Human Resources)  
For informational purposes.

**Moved:** Commissioner Coyle moved to approve Consent Agenda. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

#### V. Reports

##### Commissioners Office – Kevin St. James, Chair

- Commissioner Liaison Updates

Commissioner Tombarello gave a brief account reports from Director Gates and said, she has been in contact with Representative O'Connor and he asked to be relieved of his duties on the space allocation. The results from the first round of PFAS sampling are about the same as last year. They received three applicants so far on the Chief Operator of the Water Treatment Facility position. Pilgrim Church on Route 111A has asked us to consider letting them have access to their 42 acre parcel of land via our main field for selective tree cutting. Director Gates noted if it stays dry, they can work on this with no damage on our land. She noted there is no benefit to us, but it will benefit the church and it is good that we can help.

Commissioner Tombarello gave updates after speaking with Jim Hecker from Glendale. There remains discussion on them taking on Meals on Wheels for Stafford County and the effect it would have on Rockingham County Meals on Wheels. Commission Tombarello spoke briefly with Deb Perou on this and she is concerned the service may be affected for Rockingham. Beginning on Monday, Glendale will deliver breakfast, at no additional cost, to the Department of Corrections. This will help with the loading dock accessibility situation. Commissioner Tombarello began discussion on the Glendale invoice and the dishwasher coverage. He asked Mr. Hecker to put together the cost to fill this dishwasher position/s. He quoted the contract and it said if we cannot supply him with help from the jail, then he can bill us for the staffing of this position/s. Due to the amount Glendale is asking for, Commissioner Tombarello said we should consider adding this to the budget. He gave examples of how the September invoice reflects \$12,776 for the dishwasher and if you multiply this by 12 months it would equal \$153,312. Commissioner St. James said we will continue this discussion later.

Commissioner Tombarello directed his conversation to County Attorney Conway to let her know the NHAC conference cost was \$100 and that she could use this out of her budget.

Commissioner Coyle reported the inmate count at the jail was at 99 and said they had a COVID scare and that there was no additional positive testing. He noted Human Resources remains busy and that he received a detail

report from Director Kivikoski on all that was going on with her department. He said we need to work on the staffing here at the Nursing Home. Discussion ensued.

Commissioner St. James reported Long Term Care would be closing one floor. Director Roe added they would be doing this in about two and half weeks and said they have to first notify families, and that it was a short term solution because of staffing. She has developed a staffing grid and noted she had an extra nurse today and had to send someone home. While referencing the UVC Robot, Commissioner St. James said it may give people a better feeling on working here.

Commissioner St. James said Long Term Care department has received 80 - \$5 Beach Plum gift cards from a provider. Director Roe would like to do a random selection (*pick out-of-a-hat*) on employees who comes in to get tested. Commissioner St. James noted we will need a motion on that and will bring that forward later.

#### Department of Corrections – Stephen Church, Superintendent

- Glendale Invoice 10JSEP2020

**Moved:** Commissioner Coyle moved to approve Glendale invoice number 10JSEP2020 amount of \$12,776 for inmate labor, taxes and benefits which are outside of Glendale contract fees, as noted by the Corrections Superintendent. Commissioner Tombarello seconded. Commissioner St. James called for discussion. Superintendent Church said where the contract says if Glendale needs to specifically hire a person to do this work, we are to reimburse the labor cost, and what Glendale is asking is for us to reimburse current employees on overtime and he challenges that. He cannot supply help at this time. Commissioner Tombarello stated he was not comfortable with bringing people in and out and that we should wait. Superintendent Church noted his department can fund this if the count stays the same, he could fund throughout the remainder of fiscal year. Commissioner Tombarello was in favor of leaving as is. Commissioner Coyle did not want to bring inmates over at this time. Director Nickerson noted for the next budget cycle we can see what the cost is and split in the dietary line. Commissioner St. James called for a vote. Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

#### Long Term Care Services – Donna Roe, Interim Director/Administrator

- Adult Medical Day Care Grant Request- Silverthorne Adult Medical Day Center

**Moved:** Commissioner Coyle moved to approve Adult Medical Day Care Grant Request from Silverthorne Adult Medical Day Center dated 10/07/2020, as recommended by the Director of Fiscal Services. Commissioner Tombarello seconded. Commissioner St. James called for a vote. Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James called for a vote.

- Parkland Medical Center-Facility Transfer Agreement-Discussion

Director Demers explained how Parkland refuses to add a certain language to the agreement as recommended from our attorney. We have no record of transfers to Parkland and she feels we do not need this contract.

**Moved:** Commissioner Coyle moved to *approve* of the Parkland Medical Center Facility Transfer Agreement, noting Parkland agreed to changes to the Indemnification/Insurance (page 3, section 7) but refused to add “(a) Medical, surgical, dental, x-ray, dietary, or nursing services or treatment; (b) an health service or treatment; (c) any mental health service or treatment; (d) any veterinary medicine, treatment or services.”, per Attorney Mullen’s recommendations. Commissioner Tombarello seconded. Director Demers noted we have no other agreements from other hospitals for transfers. Director Roe said it is rare to have this with a hospital. Commissioner St. James called for a vote; Commissioner Coyle voted no; Commissioner Tombarello voted no; and Commissioner St. James voted yes and said, we will not transfer to Parkland. Director Roe clarified that if we have a resident that asks to go to Parkland, we can accommodate in a medical prospective without the agreement.

- Exception Request Pursuant to Personnel Policies and Procedures Benefits Enrollment Dates

**Moved:** Commissioner Coyle moved to approve Exception Request pursuant to Benefits Enrollment Deadline for an employee of Long Term Care Services (M.M.) who signed the Buyout Attestation form on September 4<sup>th</sup> to the HR department, but did not complete the online portion of the benefits enrollment process by 9/29/2020, the 30 day deadline. Commissioner Tombarello seconded. Commissioner Coyle noted from 11/01/2020.

Director Kivikoski said prospective and confirmed 11/01/2020 and said this employee is requesting an exception to the deadline in order to receive the buyout. Commissioner St. James called for a vote; Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

Register of Deeds Stacy reported they remain busy. She had a transfer for 8.5 million on an assisted living facility. Register of Deeds Stacy left the meeting at 12:18pm.

**Moved:** Commissioner Coyle moved to accept Beach Plum gift cards from a provider. Commissioner Tombarello seconded. Commissioner St. James called for a vote; Commissioner Tombarello voted yes; Commissioner Coyle voted yes; and Commissioner St. James voted yes.

## VI. New Business / Old Business

Commissioner St. James gave reminder of the Annual Reports due October 31, 2020.

County Attorney Conway's department is busy. She has not received the information she requested from Exeter to continue the right-to-know inquiry.

Director Gates reported the inspection on the ice pond dam with DES has been postponed. The inspection had a childcare COVID issue and will reschedule to the first week in November. In speaking on the inmates, she expressed how it has been a burden to her department in not having them to help. With the snow coming her department will usually have 3-4 inmates to help with snow clearing, and if there is a storm, it will be challenging without this help. She noted she has one person from her staff out on leave. Director Roe gave assurance that if the work is outdoors, and they are at least 6 feet apart, it would be fine. Director Gates said, the exposure would be in the buildings and that she would prefer not to invite them in, at this time.

- Walk-in: Ricoh Agreement (Engineering and Maintenance Services-IT)

**Moved:** Moved to approve the Lease Extension Amendment with Ricoh, having already been approved to extend the lease on September 25, 2020, and authorize the Chair to sign the necessary documents, as recommended by the Director of Facilities, Planning and It and IT Manager. Commissioner Tombarello seconded. Commissioner St. James called for a vote; Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted yes.

Major Bashaw said the Sheriff's Office is busy with warrants as arraignments have opened up. They have been reached out by a local community that has a COVID outbreak and they will be assisting with coverage.

Superintendent Church noted the COVID scare they had went well and reported DHHS was happy with the response. The education coordinator continues to work with the Department of Employment Securities on the re-entry program with the prisoners. They will be doing a virtual training on November 5.

Superintendent Henry gave notice they are applying to SAMHSA (Substance Abuse Management Systems) to participate in a study at no cost to the County. SAMHSA brings together agencies such as the courts, ACLU, and the towns and look at how to identify areas where we can help with substances and behavioral issues. They will report on how to address those needs as these people transition back into society. They will put together a comprehensive study with good end results.

Director Demers gave updates on the pricing of gloves with Geriatric Medical, and though they have increased the boxes an additional \$1, the remain to be the best pricing.

Director Kivikoski reported on the staffing looking back from July 1, 2020 and said thirty-five (35) have resigned. She gave the updates on the number of applicants for the Administrator of Long Term Care and Director of Nursing positions. She explained how the screening and the interview process will be conducted. She mentioned the possibility of referring to CareerSparks on the Director of Nursing Position and have them specifically target what the County is looking for. Discussion ensued. Director Kivikoski will forward the applicant listings to the Board.

Director Kivikoski spoke on mandatory surveillance testing and will bring this to Attorney Bailey and to Director Nickerson on verbiage to give their review. She is waiting to hear from DHHS on the finalized policy and if they have recommendations.

Director Kivikoski began a discussion on the universal workers and noted the policy reads “not to exceed six (6) months” and that she has someone that is nearing the end of that six months. She explained how notification will be sent informing them their temporary role is ending. Discussion ensued. Director Roe asked if we could extend this for three (3) months. Commissioner Coyle was fine with that. Commissioner St. James said if we vote, he would vote no. Discussion ensued.

**Moved:** Commissioner Tombarello moved to extend the current universal worker for an additional three (3) months, not to exceed nine (9) months total. Commissioner Coyle seconded. Director Kivikoski noted she will send a letter to let them know when it becomes to closure. Commissioner St. James called for a vote; Commissioner Coyle voted yes; Commissioner Tombarello voted yes; and Commissioner St. James voted no.

Director Roe reported that the Fire Inspector did approve the training room. Director Gates noted thirty (30) people were approved. Director Roe will begin to create the LNA training program and work with Director Kivikoski on this. She said the State will permit them to train up to five (5) at a time for now because of COVID. She then gave updates on the resignations. She said the next 100% COVID testing is November 16 and that they are working on the policies. Long Term Care is working on the Pumpkin Carving Contest for Thursday and they have extended the dress down days for November. Her department has 8-10 new hires. They are in the wings for the COVID vaccine and have Partners as a resource pharmacy with Walgreens as back-up. Partners is working with them on the storage of this vaccine as it has to be kept at minus 103 degrees. They are closing a unit over a two and half week period and they can continue to take skilled residents and that Exeter Hospital has been notified. All the managers have been granted Thanksgiving off with coverage from the Supervisor.

- 2020 Apportionment (Finance Office)

Director Nickerson gave notice of the apportionment from DEA and confirmed the numbers he presented are definite. His department is working with the Treasurer on the invoices to the towns as they are due December 17. Discussion ensued.

Director Nickerson gave reminder that Ben Wing sent notification of the Kronos update scheduled to take place October 29. He suggested to the department heads they should post this information next to the time clock. He will be participating in the NHAC meeting at 2:00pm today. On the testing, the first \$337,799 is covered by the CARES Act.

Commissioner St. James gave reminder the annual reports are due October 31, 2020. Commissioner Coyle expressed his concern about the revenues in the Nursing Home and the Sheriff's Office. He noted Deeds is going well. He said we should be looking at the numbers that were budgeted. Director Nickerson noted 960k? of the CARES act money has been used. He said if we close another unit it will have an affect on the County. He was asked to put together a projected loss review. He explained the difficulty in this. Discussion ensued.

Commissioner Tombarello will attend the Executive Committee Meeting on October 23 at 9:30, and Commissioner Coyle will also. Commissioner Tombarello has union negotiations on Friday also.

Commissioner St. James announced they have hired Chris Maxwell for the position of Senior Executive Assistant to the Commissioners, to replace Brenda Santos.

Commissioner St. James gave reminder of the Executive Committee meeting this Friday at 9:30am and that there will be two non-public meetings today.

## VII. Public Comment

*There were no public comments.*

**VIII. Commissioners Non-Public Session**

**Moved:** Commissioner Coyle moved to go into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 1:00pm. Commissioner Tombarello seconded. All voted in favor.

**Moved:** Commissioner Coyle moved to go out of non-public session at 1:39pm. Commissioner Tombarello seconded. All voted in favor.

**IX. Adjourn**

**Moved:** Commissioner Coyle moved to adjourn at 1:39pm. Commissioner Tombarello seconded. All voted in favor.

Minutes taken and typed by Brenda Santos:

Received by: Kevin Coyle  
Kevin Coyle, Clerk-Rockingham County Commissioners

Approved by vote: 10/28/2020



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, October 28, 2020 at 8:30am.

### Present:

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Finance: Chuck Nickerson  
Human Resources: Alison Kivikoski  
Long Term Care: Donna Roe & Janice Demers  
BOC Office: Brenda Santos & Chris Maxwell

### Present – Remote:

County Attorney Conway  
Register of Deeds Stacy  
EMS: Jude Gates & Robin Bernier  
Sheriff's Office: Kevin Walsh & Chris Bashaw  
Corrections: Steve Church & Jason Henry  
Also present: Brian Chirichiello

## I. Call to Order / Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:31 a.m. Commissioner St. James announced:

The Commissioners of the Rockingham County Commissioners find that due to the State of Emergency declared by the Governor As a result of COVID-19, Pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order I am confirming that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone at 646-558-8686 or 312-626-6799, or [www.zoom.us](http://www.zoom.us), both using the meeting ID # 580 891 8771. Telephone/Zoom accessing information to the meeting was provided to employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).

## II. RFP Openings/Awards

### • **Open: Medical Supplies Prime Vendor, Long Term Care Services**

Commissioner Coyle opened proposals from Fora Care Inc., Kyle V. Emory, Geriatric Medical, Medline Industries, and Logmet Solutions.

Commissioner Coyle to authorize the Interim Director of Long Term Care Services to review, evaluate the proposals, and to return with recommendations for Medical Supplies Prime Vendor. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

### • **Open: VMSoftware, Sheriff**

Commissioner Coyle opened proposals from PC Connection and Hyper Tech Direct.

Commissioner Coyle to authorize the High Sheriff to review, evaluate the proposals, and to return with recommendations for VMSoftware. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

### • **Award: Laboratory Testing-COVID-19, Long Term Care Services**

Commissioner Coyle to award Laboratory Testing-COVID-19 to siParadigm Medical Laboratory, located in Pine Brook, NJ, in amount not to exceed \$59 per test to include courier services, as recommended by the Director of Fiscal Services, noting this testing of employees is mandated by CMS. Commissioner Tombarello seconded the motion:

Commissioner St. James questioned the vendor location, New Jersey, and the process for testing. Donna Roe said that FedEx is used for courier services, and the turnaround time for test results is 24 hours from receipt.

Commissioner Tombarello questioned the county cost incurred versus the state provided testing. Donna Roe explained that surveillance testing is what the facility pays for versus mandated when it is no cost and coordinated by the guard. Limited reimbursement options were reviewed.

Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

### III. Consent Agenda

#### 1. Minutes: October 21, 2020

Approval of the October 21, 2020 meeting minutes.

#### 2. Payroll, Finance

Approval of payroll in amount of \$1,101,512.39 for period ending October 24, 2020.

#### 3. Legal Invoice

Reviewed for informational purposes.

#### 4. Population Report, Corrections

Reviewed for informational purposes.

#### 5. Census Report, Long Term Care Services

Reviewed for informational purposes.

Commissioner Coyle moved to approve the consent agenda items. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

### IV. Reports

#### Commissioners Office – Kevin St. James, Chair

- **Commissioner Liaison Updates**

Commissioner Tombarello provided brief updates including Glendale services.

Commissioner Coyle provided updates including staffing for long term care and the jail census.

Commissioner St. James updated on the tax bills.

#### Human Resources – Alison Kivikoski, Director

- **NeoGov Order Form for Onboarding Software & Implementation Services**

Commissioner Coyle to approve and authorize the Chair to sign the NeoGov Order Form for Onboarding Software and Implementation services, as recommended by the Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

#### Long Term Care Services – Donna Roe, Interim Director

- **State of NH Department of Health and Human Services: COVID-19 Testing Program-Grant Agreement**

Commissioner Coyle to approve the NH Department of Health and Human Services Long Term Care Facility COVID-19 Testing Program grant for an amount not to exceed \$169,800, and authorize the Chair to sign all necessary documents, as recommended by the Director of Fiscal Services. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

#### Sheriff's Office – Charles Massahos, High Sheriff

- **NH Department of Safety EMPG Grant-Radio Site Generator Project**

Commissioner Coyle to approve and accept the terms of the NH Emergency Management Performance Grant to purchase and install three generators for a total project cost of \$42,364.00, with a 50% grant match not to exceed \$21,182.00, as recommended by the High Sheriff. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

### V. New Business / Old Business

Sheriff's Office updates on staffing and department duties.

Corrections updates on COVID-19 and highlighted the new procedures and its success. Further, Steve Church explained that the county will be receiving funds from Prime Care due to not meeting the medication cap.

County Attorney Conway and Register of Deeds Stacey provided office updates.

Engineering and Maintenance updates include infestation in timber cutting and a pending request for access by the Pilgrim Church, which is under review.

Long Term Care updates including the usage of American Express points for resident items and office items.

Long Term Care updates by Donna Roe included responses to survey violations, policy changes, and staffing.

The Commissioners thanked Brenda Santos who is set to retire at the end of the week.

County Attorney Conway relayed concerns about COVID-19 screenings at the courthouse, specifically the temperature check for all access. Chris Bashaw said that there was discussion with court administration about temperature checking but no final word. Discussion about liability if bailiffs performed medical screening temperature checks. Alison Kivikoski noted the ADA and confidentiality requirements. Commissioner St. James felt the administrative services of the court should be sending someone and noted the latest CDC updates. It was agreed that the Board of Commissioners would send a letter with concerns. Commissioner Tombarello suggested both the County Attorney and Register of Deeds send a letter with concerns. Commissioner St. James asked the same of the Sheriff.

Commissioner Tombarello thanked the Sheriff Office personally for assistance in his town.

The next meeting was rescheduled to 3:00 p.m. on November 4, 2020.

#### **VI. Public Comment**

No public comments.

#### **VII. Commissioners Non-Public Session**

Commissioner Coyle moved to enter into non-public session pursuant to NH RSA 91-A:3 II (a) and (c) at 9:31 a.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Commissioner Coyle moved to exit non-public session at 10:10 a.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

#### **VIII. Adjourn**

Commissioner Coyle moved to adjourn at 10:13 a.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Minutes taken and typed by Chris Maxwell

Minutes approved by the Board of Commissioners on 11/10/2020.



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Commissioner Kevin Coyle, Clerk





# Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, November 4, 2020 at 3:00 p.m.

Present:

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Finance: Chuck Nickerson  
Human Resources: Alison Kivikoski  
Long Term Care: Donna Roe & Janice Demers

BOC Office: Chris Maxwell

Present – Remote:

County Attorney Conway  
EMS: Jude Gates  
Sheriff's Office: Chris Bashaw  
Corrections: Steve Church & Jason Henry

## A. Call to Order

### 1. Pledge of Allegiance

### 2. Electronic meeting notice

The Commissioners of Rockingham County find that due to the State of Emergency declared by the Governor as a result of COVID-19 pandemic with the emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting however, in accordance with the Emergency Order it is confirmed that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting and have the ability to communicate contemporaneously during this meeting through this platform. The public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone at 646-558-8686 or 312-626-6799, or [www.zoom.us](http://www.zoom.us), both using the meeting ID # 580 891 8771.

Telephone/Zoom accessing information to the meeting was provided to employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).

### 3. Attendance

As listed above.

## B. RFP Openings/Awards

### 1. Open: Ammunition, Sheriff

Opened proposals received from: Eagle Point Gun

Commissioner Coyle to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

## C. Consent Agenda

### 2. Warrants (Finance) List total of \$1,305,942.27

- Accounts payable total \$991,260.21

T210103, 210140, 210141, 210238, 210239, 210240, 210241, 210308, 210309, 210,310, 210315, 210328, 210329, 210332, 210348, 210349, 210350, 210351, 210352, 210000, 210001, 210002, 210004, 210005, 210008, 210009, 210011, 210012.

- Payroll total \$17,650.06
- General ledger total \$375.00

GL21178, 21179, 21180, 21181

- Auto payments total \$296,657.00

T210293

Commissioner Coyle moved to approve the consent agenda items. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

## **D. Reports**

### **1. Commissioners Office – Kevin St. James, Chair**

#### **a. Commissioner Liaison Updates**

Commissioner Tombarello provided updates for engineering and maintenance services.

Commissioner Coyle noted the jail census.

Commissioner St. James announced he unofficially lost the election and congratulated Kate Coyle.

### **2. County Attorney – Patricia Conway**

#### **a. Assistant County Attorney Hiring Approval**

Commissioner Coyle to approve hiring Emma Rouse as an Assistant County Attorney, pursuant to NH RSA 7:33-f, as recommended by the County Attorney with approval from the Attorney General pending. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

### **3. Engineering and Maintenance – Jude Gates, Director**

#### **a. Leave Pay Request**

Commissioner Coyle to approve a leave with pay request for an employee of Engineering and Maintenance Services as recommended by the Director of Facilities, Planning, and Information Technology along with the Director of Human Resources. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

### **4. Human Resources – Alison Kivikoski, Director**

#### **a. Employee COVID-19 Surveillance Testing Compliance Policy**

Commissioner Coyle to approve the Employee COVID-19 Surveillance Testing Compliance Policy as recommended by the Director of Human Resources. Commissioner Tombarello seconded the motion.

Discussion on the timing of notices and how this differs from the procedures of an outbreak.

Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

**E. New Business / Old Business**

Donna Roe updated the Commissioners that NHDHHS accepted the correction plan.

Alison Kivikoski provided an update on applications and noted that she will reach out to a staffing resource. It was noted there is no fee unless someone is hired.

Discussion ensued on revenue losses and funding from the Cares Act. Commissioner St. James requested a revenue discussion for the next meeting.

**F. Public Comment**

No public comment

**G. Commissioners Non-Public Session**

Commissioner Coyle moved to enter into non-public session pursuant to NH RSA 91-A:3 II (a) personnel at 4:08 p.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Commissioner Coyle moved to exit non-public session at 4:14 p.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

**H. Adjourn**

Commissioner Coyle moved to adjourn at 4:15 p.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Minutes taken and typed by Chris Maxwell

Minutes approved by the Board of Commissioners on 11/10/2020.



Commissioner Kevin Coyle, Clerk



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Tuesday, November 10, 2020 @ 8:30 a.m.

## A. Call to Order

1. Pledge of Allegiance
2. Electronic Meeting Notice

The Commissioners of Rockingham County find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic with the Governor's emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, however, in accordance with the Emergency Order it is confirmed that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting with the ability to communicate contemporaneously during this meeting through this platform. The public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone at 646-558-8686 or 312-626-6799, or [www.zoom.us](http://www.zoom.us), both using the meeting ID # 580 891 8771.

Telephone/Zoom accessing information to the meeting was provided to employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).

## 3. Attendance

### Present:

Commissioner Tombarello, Vice Chair

Commissioner Coyle, Clerk

Finance: Chuck Nickerson

Human Resources: Alison Kivikoski

Long Term Care: Donna Roe & Janice Demers

BOC Office: Chris Maxwell

### Present – Remote:

County Attorney Conway

Register of Deeds Stacey

EMS: Jude Gates and Robin Bernier

Sheriff's Office: Chris Bashaw

Corrections: Steve Church & Jason Henry

Public John Trowell and Brian Chirichiello

## B. RFP Openings/Awards

### 1. Award: VMSoftware, Sheriff

Commissioner Coyle to award the VMSoftware proposal to Connection in the amount of \$6,738.70 as recommended by the High Sheriff. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

### 2. Award: Computer Equipment, EMS

Commissioner Coyle to award the computer equipment proposals to Connection for an amount not to exceed \$17,530.80 and Hypertec for an amount not to exceed \$33,952.70 as recommended by the IT Manager. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

## C. Consent Agenda

### 1. Minutes: October 28, 2020 and November 4, 2020

Approval of Board of Commissioners meeting minutes for October 28, 2020 and November 4, 2020 as submitted.

## 2. Payroll, Finance

The total payroll expense for the 11/12/20 biweekly payroll (pay period ending 11/7/20) is \$1,084,045.90.

Commissioner Coyle to approve the consent agenda. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

### **D. Reports**

#### 1. Commissioners Office – Kevin St. James, Chair

##### **a. Commissioner Liaison Updates**

##### **b. Delegation: Response to Rep. Weyler re: State County Finance Committee**

The Commissioners requested that the Finance Director reach out and address the request.

##### **c. Courthouse Screening: Follow up on COVID-19 response**

The Commissioners reviewed the response from the state and asked for discussion with the Sheriff, County Attorney, and Register of Deeds. Register of Deeds Stacey said she has no issue with the screening process. County Attorney Conway noted she reached out to the state and received a similar response. She indicated that this information will be shared with the staff that inquired. Chris Bashaw noted health screenings on the public by Bailiffs' was researched and the NH Sheriffs' are not doing any temperature checks.

##### **d. Ratification of the Sheriff Supervisors Contract**

Commissioner Coyle to approve a Collective Bargaining Agreement between Rockingham County, NH and the New England Police Benevolent Association Supervisors of the Rockingham County Sheriff's Office, effective 01/01/2021 to 06/30/2023 contingent on approval of the cost items by the Rockingham County Delegation. Commissioner Tombarello seconded the motion.

Discussion of the information to provide to the Delegation along with the request to approve the cost items. Voted 2-0, Commissioners Tombarello and Coyle in favor.

#### 2. Human Resources – Alison Kivikoski, Director

Requested a personnel non public session.

#### 3. Long Term Care Services – Donna Roe, Interim Director

##### **a. Bid Waiver: Clean-O-Rama, \$13,000**

Item deferred to the next meeting for full board voting.

##### **b. Exception request**

Commissioner Coyle to approve an exception request to Personnel Policy 6-4 for a Long Term Care Services employee (LK) as recommended by the Interim Director, Finance Director, and Human Resources Director. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

##### **c. Exception request**

Commissioner Coyle to approve an exception request to Personnel Policy 6-4 for a Long Term Care Services employee (MM) as recommended by the Interim Director, Finance Director, and Human Resources Director. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

#### **d. NH Healthcare License Renewal: Assisted Living**

Commissioner Coyle to approve the submission of a renewal application to the NH Department of Health and Human Services for a health care license renewal, term 04/01/2021 to 03/31/2022 for assisted living and authorize the Chair or Vice Chair to sign all necessary documents. Commissioner Tombarello seconded the motion. Voted **2-0**, Commissioners Tombarello and Coyle in favor.

#### **e. Business Associate Agreement: Point Click Care**

Commissioner Coyle to approve the Business Associate Agreement with PointClickCare Technologies Inc. and Rockingham County and authorize the Chair or Vice Chair to sign all necessary documents as recommended by the Fiscal Services Director. Commissioner Tombarello seconded the motion. Voted **2-0**, Commissioners Tombarello and Coyle in favor.

#### **4. Sheriff's Office – Charles Massahos, High Sheriff**

##### **a. Surplus Equipment Request**

Commissioner Coyle to approve the submission of surplus equipment under \$300 in value for each item and to be disposed of properly as recommended by the High Sheriff. Commissioner Tombarello seconded the motion. Voted **2-0**, Commissioners Tombarello and Coyle in favor.

#### **E. New Business / Old Business**

Department updates from Finance including an update on a requested meeting for the Delegation to approve the cost items. Discussion ensued on the payment of taxes from the towns.

It was announced as a reminder that all staff working in the building must be tested 11/16/2020 per the Surveillance Testing Policy.

Janice Demers followed up from the last meeting with an update to projected losses. It was projected a \$900,000 loss over a two-month period due to staffing and the admission lock.

Public James Trowell asked what is happening to correct the staffing and noted concerns. Alison Kivikoski provided updates on recruitment, training, and the additional staff, including the Interim and Assistant Director on the floors helping the LNAs. Alison Kivikoski clarified for the record that there is no willful neglect or abuse. Commissioner Coyle clarified the New Business/Old Business section is for updates from staff and departments and that public comment section is below on the agenda.

Registry of Deeds, County Attorney's Office, Sheriff's Office, Engineering and Maintenance Services and Corrections provided updates.

Donna Roe arrived at 9:00 a.m.

The Commissioners agreed to rescheduled the 11/25/2020 meeting to 11/24/2020 3:30 p.m.

#### **F. Public Comment**

Brian Chirichiello, Commissioner Elect, had no comment.

James Trowell noted he made his comments above and had nothing further.

#### **G. Commissioners Non-Public Session**

Commissioner Coyle moved to enter into non-public session pursuant to NH RSA 91-A:3 II (a) at 9:08 a.m. Commissioner Tombarello seconded the motion. Voted **2-0**, Commissioners Tombarello and Coyle in favor.

Commissioner Coyle moved to exit non-public session at 9:37 a.m. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

1. Personnel: Memorandum of Understanding, Corrections

Commissioner Coyle to approve a Memorandum of Understanding for a union Corrections employee. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

2. Personnel: Exception request amended

Commissioner Coyle to amend a vote taken for approval of an exception request for a Commissioners office employee to include use of the compensated absences fund as recommended by the Finance Director. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

**H. Adjourn**

Commissioner Coyle moved to adjourn at 9:39 a.m. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

Minutes taken and typed by Chris Maxwell

Minutes approved by the Board of Commissioners on 11/17/2020.

  
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Commissioner Kevin Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Tuesday, November 17, 2020 @ 8:30 a.m.

### A. Call to Order

#### 1. Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:30 a.m.

#### 2. Electronic Meeting Notice

The Commissioners of Rockingham County find that due to the State of Emergency declared as a result of the COVID-19 pandemic with the Governor's emergency order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the order above. In accordance with the emergency order, it is confirmed that we provided public access to the meeting by video or other electronic means. All members are present by utilizing Zoom for this electronic meeting. All members of the Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting. Access by dialing the following telephone number at 646-558-8686, or [www.zoom.us](http://www.zoom.us), both using the meeting ID # 580 891 8771.

Telephone/Zoom accessing information to the meeting was provided to employees by email, and instructions to the public on how to access this information was published through the website at [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).

#### 3. Attendance

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Finance: Chuck Nickerson  
Human Resources: Alison Kivikoski  
Long Term Care: Donna Roe & Janice Demers  
BOC Office: Chris Maxwell

Remote:  
County Attorney Conway  
Register of Deeds Stacey  
High Sheriff Massahos  
EMS: Jude Gates and Robin Bernier  
Sheriff's Office: Chris Bashaw  
Corrections: Steve Church & Jason Henry  
Commissioner Elect Brian Chirichiello  
One Sky Community Services Staff: Billie Toole,  
Matt Cordaro, Brian Guptill, and John Moran.

### B. RFP Openings/Awards

#### 1. Award: Generator, Sheriff

Commissioner Coyle to award the generator proposal to Philbrick's Generators in the amount of \$17,232 as recommended by the High Sheriff. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

### C. Consent Agenda

#### 1. Minutes: November 10, 2020

Approval of the November 10, 2020 Board of Commissioners meeting as submitted.

#### 2. Account Payable, Finance

List total: \$535,411.40, Wire Transfers: \$110,076.79, GL: \$105.00, Payroll: \$50,133.77, AP: \$375,095.84

#### 3. Monthly Turnover Report

Informational

Commissioner Coyle to approve the consent agenda. Commissioner Tombarello seconded the motion.

Commissioner St. James noted his absence at the last meeting and would abstain from approving the minutes.

Voted 2-0, Commissioners Tombarello and Coyle in favor with Commissioner St. James abstained.



## D. Reports

### 1. Commissioners Office – Kevin St. James, Chair

#### a. **Commissioner Liaison Updates**

The Commissioners provided updates on hiring efforts, jail census, and the departments that checked in with information. The Commissioners agreed to work on a plan to have Commissioner Elect Coyle and Chirichiello COVID-19 tested and allowed in the building for the transition.

#### b. **CDBG Project Presentation: One Sky Community Services**

Present from 8:45 a.m. to 9:00 a.m.: Billie Toole, Matt Cordaro, Brian Guptill, and John Moran from One Sky Community Services.

A proposal was discussed for housing improvements to homes located in North Hampton, Hampton, Epping, Newmarket, and Exeter. The housing is for individuals with developmental disabilities with updates to bathrooms, ramp replacement, deck repair, roof repairs, and various safety issues. Mold remediation at the Epping location was noted.

Discussion ensued.

The Commissioners agreed to proceed with the next steps: solicit a grant writer and submit the grant.

### 2. Corrections

#### a. **Keefe Commissary and Securus Agreement Amendments**

Commissioner Coyle to approve an amendment to the Securus Agreement (revision 8) and Keefe Commissary Agreement dated 01/15/2019 and authorize the Chair to sign all necessary agreements upon satisfactory review by risk and legal. Commissioner Tombarello seconded the motion.

Commissioner St. James said he worked on this noting change. It was noted this is at no cost to the county.

Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

### 3. County Attorney

#### a. **Legal non public session**

The County Attorney requested a non public session.

### 4. Human Resources – Alison Kivikoski, Director

#### a. **Personnel non public session**

The Human Resources Director requested a non public session.

### 5. Long Term Care Services – Donna Roe, Interim Director

#### a. **Bid Waiver: Clean-O-Rama, \$13,000**

Commissioner Coyle to approve a bid waiver to Clean-O-Rama in the amount of \$13,000 as recommended by the Fiscal Services Director. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

#### b. **COVID-19 Related Travelers Pay**

It was noted this would be brought to the next meeting with supporting documentation.

## E. **New Business / Old Business**

Updates were provided from the Finance, Long Term Care Services, Human Resources, and Corrections Departments.

Register of Deeds Stacey provided an update to an upcoming cleaning bid. Chris Bashaw noted that cleaning in the office is being done internally at the moment with limited inmate usage.

Jude Gates noted vendors coming on site have followed Covid-19 testing protocol to do work that is critical/required.

There was discussion on the process/procedures once a Covid-19 vaccine is available.

- **Employee Travel Policy**

Commissioner Coyle to approve the Employee Travel Guidance Policy dated 11/17/2020 effective immediately as recommended by the Human Resources Director. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

- **Corporal Posting Exception Request**

Commissioner Coyle to approve an exception request to personnel policy 9-3 for a Corporal position opening to be advertised internally only. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

## **F. Public Comment**

Commissioner Elect Brian Chirichiello thanked the Commissioners for being part of this process. He had questions on vaccine availability and the one that will be selected. Donna Roe said that the state process determines when the distribution takes place. She also noted the vaccine used will be determined by the state and pharmacy partners.

## **G. Commissioners Non-Public Session**

- NH RSA 91-A:3,II (a,b)

Commissioner Coyle moved to enter into non-public session pursuant to NH RSA 91-A:3 II (a) and (b) at 9:15 a.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Commissioner Coyle moved to exit non-public session at 10:25 a.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Commissioners entered into a non-meeting pursuant to NH RSA 91-A:2 I (a).

A recess was called at 10:30 a.m.

The meeting was reconvened at 11:30 a.m. in the Conference Room of Human Resources.

- NH RSA 91-A:3,II (b)

Commissioner Coyle moved to enter into non-public session pursuant to NH RSA 91-A:3 II (b) at 11:30 a.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Commissioner Coyle moved to exit non-public session at 2:40 p.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Commissioners entered into a non-meeting pursuant to NH RSA 91-A:2 I (a).

- NH RSA 91-A:3,II (b)

Commissioner Coyle moved to enter into non-public session pursuant to NH RSA 91-A:3 II (b) at 3:00 p.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Commissioner Coyle moved to exit non-public session at 4:06 p.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

## H. Adjourn

Commissioner Coyle moved to adjourn at 4:07 p.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Minutes taken and typed by Chris Maxwell

Minutes approved by the Board of Commissioners on 11/25/2020.



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Commissioner Kevin Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Tuesday, November 24, 2020 @ 3:30 p.m.

### A. Call to Order

Commissioner Tombarello called the meeting to order at 3:32 p.m.

1. **Pledge of Allegiance**
2. **Electronic Meeting Notice**

The Commissioners of Rockingham County find that due to the State of Emergency COVID-19 pandemic declared by the Governor, Emergency Order #12, Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting. In compliance with the emergency order, it is confirmed that public access to the meeting by video or other electronic means was provided. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone number at 646-558-8686, or [www.zoom.us](http://www.zoom.us), both using the meeting ID # 580 891 8771.

Telephone/Zoom accessing information to the meeting was provided and instructions on agendas and public notices published on our website [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org).

### 3. Attendance

Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Finance: Chuck Nickerson  
Human Resources: Alison Kivikoski  
Long Term Care: Donna Roe & Janice Demers  
BOC Office: Chris Maxwell  
Guest: Jason Smith

Remote:  
County Attorney Conway  
Register of Deeds Stacey  
High Sheriff Massahos  
EMS: Jude Gates and Robin Bernier  
Sheriff's Office: Chris Bashaw  
Corrections: Steve Church  
Commissioner Elect Brian Chirichiello

### B. RFP Openings/Awards

#### 1. Opening: Cleaning Services, County Attorney & Register of Deeds

Proposals (3) received from: New England Cleaning Solutions, C&M Cleaning, and City Wide of NH.

Commissioner Coyle to authorize the Register of Deeds and County Attorney to review, evaluate the proposals, and return with a recommendation. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

#### 2. Opening: HVAC Replacement, EMS

Proposal (1) received from APH (Arakelian Plumbing and Heating).

Commissioner Coyle to authorize the Director of Facilities, Planning, and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

#### 3. Award: Ammunition, Sheriff

Commissioner Coyle to award to ammunition proposal to Eagle Point/TJ Morris & Sons for an amount not to exceed \$9,550 as recommended by the High Sheriff. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

#### 4. Award: Aruba Access Points, EMS

Commissioner Coyle to award the Aruba Access Points proposal to Connection for an amount not to exceed \$8,307 as recommended by the IT Manager. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

### C. Consent Agenda

1. Minutes: November 17, 2020

Approval of minutes from the November 17, 2020 Board of Commissioners meeting as submitted.

2. Payroll, Finance

11/25/2020 total payroll expense of \$1,079,663.61 for the pay period ending 11/21/2020.

3. Inmate Administrative Transfer

Approval of the inmate administrative transfer as recommended by the Corrections Superintendent.

4. Corrections Facility Report (informational)

5. Adult Day Services Report for October 2020 (informational)

Commissioner Coyle to approve the consent agenda as submitted. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

### D. Reports

1. Commissioners Office – Kevin St. James, Chair

**a. Commissioner Liaison Updates**

Commissioner Coyle noted a recent positive article about the Department of Corrections and gave an update on hiring with HR. Commissioner Tombarello shared updates received from Jude Gates. There was discussion about the Three Ponds Project with additional water connections.

2. Human Resources – Alison Kivikoski, Director

**a. Nursing Supervisor Per Diem Rate Approval**

Commissioner Coyle: to approve the nursing supervisor per diem pay rate to \$34.00 per hour for RN and \$32.00 per hour for LPN, effective 11/24/2020 as recommended by the Human Resources Director. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

**b. Personnel non public session**

3. Long Term Care Services – Donna Roe, Interim Director

**a. Exception Request**

An exception request to Personnel Policy 6-3 for a Long Term Care employee (LD) was tabled.

**b. Medical Contract Staff Quarantine Pay**

Commissioner Coyle to reinstate the one week of quarantine pay for medical contracted staff under quarantine as recommended by the Interim Director of Long Term Care Services. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

**c. Lien Release on Real Property**

Commissioner Coyle to release a lien on real property filed with the Rockingham County Registry of Deeds, Book 5608, Page 0948, upon receipt of the balance due as by the Fiscal Services Director. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

4. Sheriff

**a. Grant Award: NH Department of Safety, \$12,341**

Commissioner Coyle to approve a grant award from the NH Department of Safety to Rockingham County in the amount of \$12,341 and authorize the Chair or Vice Chair to sign all necessary documents as

recommended by the High Sheriff. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

#### **E. New Business / Old Business**

County Attorney Conway and High Sheriff Massahos provided brief updates.

Donna Roe noted the date for results from the COVID testing.

Chuck Nickerson noted the cost report was submitted timely.

Commissioner Tombarello announced a Long Term Care Services Director was hired and an official announcement will be coming soon.

- **Amended Employee COVID-19 Surveillance Testing Compliance Policy**

Commissioner Coyle to approve the Amended Employee COVID-19 Surveillance Testing Compliance Policy as recommended by the Human Resources Director. Voted 2-0, Commissioners Tombarello and Coyle in favor.

#### **F. Public Comment**

No comments

#### **G. Commissioners Non-Public Session**

- NH RSA 91-A:3,II (a-e,i,l)

Commissioner Coyle moved to enter into non-public session pursuant to NH RSA 91-A:3 II (a) at 3:55 p.m. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

Commissioner Coyle moved to exit non-public session at 4:20 p.m. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

- **Discretionary Bonus**

Commissioner Coyle to pay a \$300 discretionary bonus, totaling 101 employees, based on eligibility of full time benefits eligible, non union, and not eligible for stipends as outlined in the stabilization program. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

- **Additional Positions LTCS Stabilization Program**

Commissioner Coyle to add the positions of staff educator and infection preventionist to the previously submitted LTCS Stabilization Program filing as recommended by the HR Director. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

Discussion ensued about immunization access and procedures along with the potential equipment needed.

Discussion ensued about separating out personal cell phones and having corporate phones as a best practice. It was agreed to revisit this item in 2021 with the new Board.

#### **H. Adjourn**

Commissioner Coyle moved to adjourn at 4:57 p.m. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor.

Minutes taken and typed by Chris Maxwell

Minutes approved by the Board of Commissioners on 12/01/2020.

  
\_\_\_\_\_  
Commissioner Kevin Coyle, Clerk



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Tuesday, December 1, 2020 @ 3:30 p.m.

## A. Call to Order

Commissioner Tombarello called the meeting to order at 3:32 p.m.

1. **Pledge of Allegiance**
2. **Electronic Meeting Notice**

The Commissioners of Rockingham County find that due to the State of Emergency COVID-19 pandemic declared by the Governor, Emergency Order #12, Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting. In compliance with the emergency order, it is confirmed that public access to the meeting by video or other electronic means was provided. All members are present by utilizing Zoom for this electronic meeting. All members of the (Board, Directors, Divisions, Council or Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone number at 646-558-8686, or [www.zoom.us](http://www.zoom.us), both using the meeting ID # 580 891 8771.

Telephone/Zoom accessing information to the meeting was provided and instructions on agendas and public notices published on our website [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org)

## 3. Attendance

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Finance: Chuck Nickerson  
Human Resources: Alison Kivikoski  
Long Term Care: Donna Roe & Janice Demers  
BOC Office: Chris Maxwell

Remote:  
County Attorney Conway  
Register of Deeds Stacey  
EMS: Jude Gates and Robin Bernier  
Sheriff's Office: Chris Bashaw  
Corrections: Steve Church and Jason Henry  
Commissioner Elect Brian Chirichiello

## B. Consent Agenda

1. Minutes: November 24, 2020

Approval of the minutes of the November 24, 2020 Board of Commissioners meeting as submitted.

Commissioner Coyle to approve the consent agenda as submitted. Commissioner Tombarello seconded the motion. Voted 2-0, Commissioners Tombarello and Coyle in favor. Commissioner St. James abstained due to absence from that meeting.

## C. Reports

1. Commissioners Office – Kevin St. James, Chair

### a. Commissioner Liaison Updates

Commissioner Coyle noted updates received from Human Resources and Corrections. Commissioner St. James provided a brief nursing home update. Commissioner Tombarello let everyone know the oath of office ceremony on 01/06/2021 has been confirmed for Sandown Town Hall, which provides plenty of room for social distancing.

### b. Ratification of the Engineering and Maintenance Contract

Commissioner Coyle to approve a Collective Bargaining Agreement between Rockingham County, NH and the Teamsters Local 633 of NH representing the Rockingham County Engineering and Maintenance Services unit employees, effective 01/01/2021 to 06/30/2023 contingent on approval of the cost items by the Rockingham County Delegation. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

**c. Ratification of the Nursing Home Contract**

Commissioner Coyle to approve a Collective Bargaining Agreement between Rockingham County, NH and the SEA/SEIU Local 1984 representing the Rockingham County Nursing Home unit employees, effective 01/01/2021 to 06/30/2022 contingent on approval of the cost items by the Rockingham County Delegation. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

**2. Corrections – Steve Church/Jason Henry, Superintendent**

**a. Glendale October 2020 Invoice with Labor**

Commissioner Coyle to approve the additional expense of \$13,202.28, labor costs outside of the awarded agreement for October 2020 as recommended by the Corrections Superintendent. Commissioner Tombarello seconded the motion.

The October 2020 invoice from Glendale was discussed, noting the additional expense of \$13,202.28 due to labor costs outside of the awarded agreement. Commissioner Coyle expressed concern about the costs on labor, specifically the overtime costs which does not follow the agreement. Discussion ensued and it was agreed that Commissioner Tombarello would speak with the vendor and report back.

Commissioner Coyle to table the motion. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

**3. Finance – Chuck Nickerson, Director**

**a. IGT Agreement**

The Commissioners discussed the ramifications of accepting the agreement including the interest charges. Commissioner Coyle asked why the county would consider something that is not legal. Commissioner St. James suggested historical documentation at the NHAC by legal counsel be reviewed from the late 1990s noting it would be important to know the terms and what was agreed to at that time.

Commissioner Coyle expressed concern with signing the agreement and then seeking legal action since approval of the agreement could be accepting the terms. It was agreed that Chuck Nickerson and Janice Demers would consult with legal counsel at SPBG and report back with a legal opinion and options.

**b. Accounts Payable (moved from consent)**

Commissioner Coyle to approve list total of \$2,426,893.53: \$1,463,663 wire transfers, \$95,691.99 general ledger, \$19,630.50 payroll, \$847,908.04 accounts payable. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

**4. Human Resources – Alison Kivikoski, Director**

**a. Hosting Red Cross Blood Drives**

Commissioner Coyle to approve the blood drive proposal as presented and recommended in the HR Director's memorandum dated 11/19/2020. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

**5. Long Term Care Services – Donna Roe, Interim Director**

**a. Exception Request**

Commissioner Coyle to approve an exception request to Personnel Policy 6-3 for a nursing home employee (L.D.) as recommended by the Interim Director. Commissioner Tombarello seconded the motion. Voted 2-1, Commissioners St. James and Tombarello in favor and Commissioner Coyle opposed.

**b. Bid Waiver: Medical Staffing Agencies (3), \$1,100,000.00**

Discussion ensued on vendors, prior agreements, and an amount not to exceed amount.

Commissioner Coyle to approve a bid waiver for medical staffing agencies Medwin Healthcare, GM Home Care, and Genie Healthcare for an amount not to exceed \$1,100,000 for one year effective 12/1/2020 as recommended by the Interim Director. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.



#### **D. New Business / Old Business**

Commissioner St. James followed up with the Register of Deeds on the discussion earlier regarding IGT. Register of Deeds Stacey said she will follow up.

Brief department updates were provided.

Chuck Nickerson requested that the stipends (Long Term Care Stabilization Plan) be paid without waiting for state funding, noting the history of payments and effect on waiting. Alison Kivikoski recommended as well. The Commissioners agreed to pay now through the program ending 12/30/2020 only for county employees.

Commissioner Tombarello requested a meeting in the future to discuss the stop loss costs with health insurance. It was agreed to wait until 2021 to have this meeting with the new Board.

#### **E. Public Comment**

No public comments.

#### **F. Commissioners Non-Public Session**

- NH RSA 91-A:3,II (a-e,i,l)

Commissioner Coyle moved to enter into non-public session pursuant to NH RSA 91-A:3 II (a) at 3:49 p.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Commissioner Coyle moved to exit non-public session at 4:44 p.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

- Surplus Request

Commissioner Coyle to declare a Department of Corrections item surplus as submitted on form dated 11/19/2020. Commissioner Tombarello seconded the motion.

Discussion ensued on the surplus declaration method and ensuring a bill of sale for \$1 is completed.

Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

#### **G. Adjourn**

Commissioner Coyle moved to adjourn at 4:51 p.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Minutes taken and typed by Chris Maxwell

Minutes approved by the Board of Commissioners on 12/09/2020.

  
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Commissioner Kevin Coyle, Clerk



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, December 9, 2020 @ 8:30 a.m.

## A. Call to Order

### 1. Pledge of Allegiance

Commissioner St. James called the meeting to order at 8:34 a.m.

### 2. Electronic Meeting Notice

The Commissioners of Rockingham County find that due to the State of Emergency COVID-19 pandemic declared by the Governor, Emergency Order #12, Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting. In compliance with the emergency order, it is confirmed that public access to the meeting by video or other electronic means was provided. All members are present by utilizing Zoom for this electronic meeting. All members of the Board, Directors and Divisions have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone number at 646-558-8686, or [www.zoom.us](http://www.zoom.us), both using the meeting ID # 580 891 8771.

### 3. Attendance

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Finance: Chuck Nickerson  
Human Resources: Alison Kivikoski  
Long Term Care: Janice Demers  
BOC Office: Chris Maxwell

Remote:  
Register of Deeds Stacey  
EMS: Jude Gates  
Sheriff's Office: Chris Bashaw  
Corrections: Steve Church & Jason Henry  
Commissioner Elect Brian Chirichiello  
Art Gongas

## B. RFP Openings & Awards

### 1. Reject: Medical Supplies, Long Term Care Services

Commissioner Coyle to reject the proposals received for medical supplies and resubmit a revised RFP as recommended by the Fiscal Services Director. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

## C. Consent Agenda

### 1. Payroll

Total payroll expense for the pay period ending 12/05/20 (pay date of 12/10/20) is \$1,252,795.16.

### 2. Minutes: December 1, 2020

Approval of the 12/01/2020 Board of Commissioners meeting minutes as submitted.

### 3. Census Report, Corrections (informational)

Commissioner Coyle to approve the consent agenda. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

## D. Reports

### 1. Commissioners Office – Kevin St. James, Chair

#### a. Commissioner Liaison Updates

A few brief updates were noted along with inauguration details for elected officials.

### 2. Corrections – Steve Church/Jason Henry, Superintendent

#### a. Corporate Card Request

Commissioner Coyle to approve an American Express corporate card issued to Jason Henry and close the card issued to Steve Church once settled as recommended by the Corrections Superintendent. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

### 3. Engineering and Maintenance Services – Jude Gates, Director

#### a. Exception Request

Commissioner Coyle to approve an exception request to Personnel Policy 6-3 for a candidate to environmental services (L.R.) as recommended by the Director. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

#### **4. Finance – Chuck Nickerson, Director**

##### **a. IGT Agreement Follow-up**

Chuck Nickerson indicated legal counsel has reviewed the issue and available for consultation.

#### **5. Human Resources – Alison Kivikoski, Director**

##### **a. Leave With Pay**

Commissioner Coyle to approve a leave with pay request for a nursing home employee (T.W.) as recommended by the Human Resources Director. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor

##### **b. Weather Emergency**

Commissioner Coyle to approve a weather emergency as outlined in the HR Director's memorandum dated 12/5/2020. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

#### **E. New Business / Old Business**

Brief updates were provided for the following departments: Registry of Deeds, Corrections, Engineering & Maintenance Services, and Long Term Care.

Alison Kivikoski reported to the Board a few complaints received regarding the stipends. She explained that the employee had the opportunity to meet with the department head and Directors of Finance and HR. Employees are offered if they are not satisfied with the meeting that they may reach out to the Commissioners. The nursing home employee disagrees with the decision but respects the Interim Long Term Care Director's recommendation.

Alison noted an environmental services employee will be submitting concerns to the Board as she was not satisfied from the meeting.

Commissioner Tombarello was concerned that an employee with a complaint did the research and lengthy summary email while on duty and being paid.

Commissioner St. James noted the program determines eligibility and payment is based on that. He said it is fair and responsible as the guidelines are followed consistently. He noted regardless of stipend eligibility the lengths employees are going to for safety and expressed his appreciation.

Alison Kivikoski wanted to be sure staff know the appropriate process is to come to HR to file concerns and that it will be relayed to the board. She specifically noted that she is not independently making decisions.

Discussion ensued on the town tax rates set by the state and the deadline for payment of county taxes.

Commissioner St. James announced that the employee pay date is moving to Friday, but notifications and a timeframe is needed before it happens. He recommended February to go live.

Commissioner Tombarello noted his contract negotiations with Glendale resulted in reduced labor costs starting in January. He noted the vendor is working on a change order for approval. It was agreed that the tabled bill for labor should be paid and that November and December would need payment by approval.

#### **F. Public Comment**

Brian Chirichiello questioned state communications with the county on vaccine distribution. Discussion ensued on what is known presently and what is needed going forward.

Art Gongas asked if there has been a decrease in business within the county due to the recent mask mandate. Commissioner St. James said it affects everyone but offered nothing specific. Art Gongas expressed concern with the rule and law overreach. Discussion ensued on enforcement and what is known about the mandate. Further discussion on the vaccine and its voluntary implementation.

#### **G. Commissioners Non-Public Session**

Commissioner St. James called for a non-meeting with legal counsel at 9:28 a.m. Present were Commissioner St. James, Commissioner Tombarello, Commissioner Coyle, Chuck Nickerson, Chris Maxwell, and Attorneys Cole and Gregoire. Non meeting ended at 9:48 a.m.

- NH RSA 91-A:3,II (a)

Commissioner Coyle moved to enter into non-public session pursuant to NH RSA 91-A:3 II (a). Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Commissioner Coyle moved to exit non-public session at 9:55 a.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

The Commissioners attended by Zoom a meeting of the Rockingham County Convention starting at 9:55 a.m.

#### **H. Adjourn**

Commissioner Coyle moved to adjourn at 9:59 a.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Minutes taken and typed by Chris Maxwell

Minutes approved by the Board of Commissioners on 12/16/2020.

  
\_\_\_\_\_  
Commissioner Kevin Coyle, Clerk



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, December 16, 2020 @ 8:30 a.m.

## A. Call to Order

Commissioner St. James called the meeting to order at 8:34 a.m.

### 1. Pledge of Allegiance

### 2. Electronic Meeting Notice

The Commissioners of Rockingham County find that due to the State of Emergency COVID-19 pandemic declared by the Governor, Emergency Order #12, Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting. In compliance with the emergency order, it is confirmed that public access to the meeting by video or other electronic means was provided. All members are present by utilizing Zoom for this electronic meeting. All members of the Board, Directors and Divisions have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone number at 646-558-8686, or [www.zoom.us](http://www.zoom.us), both using the meeting ID # 580 891 8771.

Telephone/Zoom accessing information to the meeting was provided and instructions on agendas and public notices published on our website [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org)

### 3. Attendance

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
State Representative Weyler  
Finance: Chuck Nickerson  
Human Resources: Alison Kivikoski  
Long Term Care: Donna Roe & Janice Demers  
BOC Office: Chris Maxwell

Remote:  
County Attorney Conway  
High Sheriff Massahos  
Register of Deeds Stacey  
EMS: Jude Gates  
Sheriff's Office: Chris Bashaw  
Corrections: Steve Church & Jason Henry  
Commissioner Elect Brian Chirichiello

## B. RFP Openings & Awards

### 1. Open: Mobile Data Terminals, Sheriff

Proposal received from Connection.

Commissioner Coyle to authorize the High Sheriff to review, evaluate the proposal, and return with a recommendation. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

### 2. Award: Cleaning Services, County Attorney & Registry of Deeds

Commissioner Coyle to award the cleaning services to C&M Cleaning from 01/01/2021 to 12/31/2022 for \$1,664.17 per month plus a \$50.00 fee per deep cleaning request as recommended by the Register of Deeds and County Attorney. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

## C. Consent Agenda

### 1. Accounts Payable

List total \$669,879.89, wire transfers \$109,446.24, GL \$112.00, payroll \$106,710.57, AP \$453,611.08

### 2. Minutes: December 9, 2020

Approval of the December 9, 2020 Board of Commissioners meeting minutes as submitted.

### 3. HR Turnover Report (informational)

### 4. LTC Census (informational)

### 5. Agreements/Contracts (for signatures)

- a. MMDS Service Agreement
- b. Medwin Healthcare Staffing Agreement
- c. Genie Healthcare Staffing Agreement
- d. Brightstar Client Service Agreement

Commissioner Coyle to approve the consent agenda. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

## **D. Reports**

### **1. Commissioners Office – Kevin St. James, Chair**

#### **a. Commissioner Liaison Updates**

Commissioner Coyle provided a brief census update for Corrections and Commissioner Tombarello noted a written update for Engineering and Maintenance Services. Commissioner St. James provided long term care updates and asked for a round of applause to Janice Demers and Donna Roe for their hard work during the transition. Additional updates on Monday's testing and office updates in finance were provided.

#### **b. Windham TIF District & Development Plan Notification**

Discussion ensued on the effects to Rockingham County. Commissioner Tombarello said he would call the Town Administrator to learn more. It was noted Commissioner Elect Chirichiello would like to meet with the Windham Selectmen the 2nd week in January to discuss.

### **2. Engineering & Maintenance Services – Jude Gates, Director**

#### **a. Timber Cut Sale Finalization**

Commissioner Coyle to approve the Report of Wood or Timber Cut and authorize the Chair to sign all necessary documents as recommended by the Director of Facilities, Planning, and IT. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

#### **b. Employee Appeal to Commissioners RE: Stipend**

The Commissioners reviewed a letter from an employee requesting consideration of the stipend, noting her disagreement with the decision. Commissioner St. James said that the Governor set the parameters for qualification of stipend payments and those must be followed as written. It was also noted that the county is unable to make amendments to the program. Alison Kivikoski clarified that the decision the employee did not qualify was by committee. She noted in March the committee was the Finance, Human Resources, and Long Term Care Services Directors'. She said for this review, it was a committee of the Finance, Human Resources, Interim Long Term Care Services and Facilities Directors'.

The Board of Commissioners declined to make any changes and affirm the recommendation the position does not qualify.

### **3. Finance – Chuck Nickerson, Director**

#### **a. IGT Agreement Follow-up**

Commissioner Coyle to approve an Intergovernmental Agreement for Transfer of Public Funds regarding nursing home per diem and CFI waiver payments with the NHDHHS effective 01/01/2020 to 06/30/2021 and authorize the Chair to sign all necessary documents. Further, to send a letter dated 12/16/2020 from legal counsel to the NHDHHS. Commissioner Tombarello seconded the motion.

Chuck Nickerson updated Representative Weyler on the agreement and the position of the county. Discussion ensued.

Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

### **4. Human Resources – Alison Kivikoski, Director**

#### **a. Revised Employee Travel Policy**

Commissioner Coyle to approve the revised Employee Travel Guidance Policy effective immediately as recommended by the HR Director. Commissioner Tombarello seconded the motion.

Alison Kivikoski noted the distribution process for the policy.

Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

### **5. Long Term Care Services – Donna Roe, Interim Director**

#### **a. CMS Correspondence**

Commissioner Coyle to accept the penalty imposed of \$5,983.25 as outlined in a letter dated 12/14/2020 by CMS as recommended by the Interim Director. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

#### **b. Adult Medical Day Care (AMDC) Grant: Senior Class Adult Day & Home Health Services**

Commissioner Coyle to approve a grant award for adult day care services to Senior Class Adult Day and Home Health Services as recommended by the Fiscal Services Director. Commissioner Tombarello seconded the motion.

Commissioner St. James updated Representative Weyler on the process for adult day care services to residents and the support to businesses.

Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

## **6. Register of Deeds – Cathy Stacey**

### **a. Exception Requests (3)**

Commissioner Coyle to approve three exception requests to Personnel Policy 6-3 for Registry of Deeds employees (SH, PA, BB) as recommended by the Register of Deeds. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

### **E. New Business / Old Business**

Brief updates were provided by the Register of Deeds, County Attorney, and High Sheriff. Updates were also noted for Corrections, Long Term Care, and Engineering and Maintenance Services.

Chris Bashaw noted the process for using the Covid-19 cleaning electrostatic devices for vehicles.

Commissioner St. James acknowledged Steve Church's service and thanked him with appreciation. A standing round of applause was given by all. Steve Church said a few words and appreciation continued with comments from the Commissioners and Representative Weyler.

Chuck Nickerson provided updates including stipend payments and reimbursement.

Alison Kivikoski noted the DOL audit was completed and confirmation was received that there were no findings.

- **Pay and Classification Audit**

Commissioner St. James provided information on the current status of funding for such a study and specifically noted examples of the current pay and classification system not being competitive. A plan to use the Delegation audit line was discussed to ensure this would be completed and plan changes budgeted for the fiscal year ending June 30, 2022 budget.

Representative Weyler said he would bring this plan to the Delegation for approval.

Commissioner Tombarello to authorize the HR Director to send proposals for a Pay and Classification Audit. Commissioner Coyle seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

### **F. Public Comment**

No public comments.

### **G. Commissioners Non-Public Session**

- NH RSA 91-A:3,II (a)

Commissioner Coyle moved to enter into non-public session pursuant to NH RSA 91-A:3 II (a). Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Commissioner Coyle moved to exit non-public session at 9:57 a.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

### **H. Adjourn**

Commissioner Coyle moved to adjourn at 9:59 a.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Minutes taken and typed by Chris Maxwell

Minutes approved by the Board of Commissioners on 12/ /2020.

  
Commissioner Kevin Coyle, Clerk



# Rockingham County Commissioners

## Meeting Minutes

Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, December 23, 2020 @ 8:30 a.m.

### A. Call to Order

Commissioner St. James called the meeting to order at 8:31 a.m.

1. Pledge of Allegiance
2. Electronic Meeting Notice
3. Attendance

#### In Person:

Commissioner St. James, Chair  
Commissioner Tombarello, Vice Chair  
Commissioner Coyle, Clerk  
Finance: Chuck Nickerson  
Long Term Care: Donna Roe & Janice Demers

#### Remote:

County Attorney Conway  
Register of Deeds Stacey  
Corrections: Jason Henry  
HR: Alison Kivikoski  
Sheriff: Chris Bashaw  
Commissioner Elect Brian Chirichiello  
Commissioner Elect Kate Coyle

### B. RFP Openings & Awards (none)

### C. Consent Agenda

1. Payroll

Payroll expense for pay date 12/24/2020, \$1,091,292.26

2. Minutes: December 16, 2020 (approval)
3. Corrections Population Report (informational)
4. Weather Emergency (approval)

December 17, 2020 as outlined in HR memo dated 12/16/2020

Commissioner Coyle to approve consent agenda. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

### D. Reports

#### 1. Commissioners Office – Kevin St. James, Chair

- a. Commissioner Liaison Updates

#### 2. Corrections – Jason Henry, Superintendent

- a. Glendale Dining Invoice, October & November 2020 Labor

Commissioner Coyle to approve the Glendale Dining labor invoice for October in the amount of \$13,2020.28 and \$12,776.40 for November as recommended by the Corrections Superintendent. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

#### 3. Long Term Care Services – Donna Roe, Interim Director

- a. Walgreens COVID-19 Immunization Service Agreement

Commissioner Coyle to approve the Immunization Service Agreement with Walgreens for COVID-19 dated 12/16/2020 for onsite vaccinations as recommended by the Interim Director. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor. Agreement needed for each clinic.

- b. Bid Waiver: Fully Managed, \$5,618

Commissioner Coyle to approve a bid waiver to Fully Managed Inc. in the amount of \$5,618 for PointClick Care computer equipment as recommended by the Fiscal Services Director. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.



c. Project Echo Agreement

Commissioner Coyle to approve a Project ECHO COVID-19 Skilled Nursing Facility Training Program Participation Agreement and authorize the Chair to sign all necessary documents as recommended by the Fiscal Services Director. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

d. Healthcare Academy Agreement

Commissioner Coyle to approve an agreement with Healthcare Academy from 04/01/2021 to 04/01/2022 in the amount of \$4,995 and authorize the Chair to sign all necessary documents as recommended by the Fiscal Services Director. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

e. Grant Award Amendment

Commissioner Coyle to approve an amendment to a grant award at the 10/28/2020 meeting with the State of NH Department of Health and Human Services for COVID-19 Testing Program for \$169,800, Amendment #1 changing the award amount not to exceed \$2,138,400 and authorize the Chair to sign all necessary documents as recommended by the Fiscal Services Director. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

**E. New Business / Old Business**

Brief updates were provided by the County Attorney and Register of Deeds.

The Sheriff's Office, Corrections, Long Term Care, Human Resources, and Finance had brief updates.

**F. Public Comment**

Brian Chirichiello expressed appreciation to the current sitting Board of Commissioners. Kate Coyle offered the same warm wishes along with reflection on collaboration.

**G. Commissioners Non-Public Session**

- NH RSA 91-A:3,II (a)

Commissioner Coyle moved to enter into non-public session pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Commissioner Coyle moved to exit non-public session at 9:26 a.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

**H. Adjourn**

Commissioner Coyle moved to adjourn at 9:27 a.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Minutes taken and typed by Chris Maxwell

Minutes approved by the Board of Commissioners on 12/30/2020.

  
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Commissioner Kevin Coyle, Clerk



# Rockingham County Commissioners

Meeting Minutes  
Maureen Barrows Conference Room  
117 North Road ~ Brentwood, New Hampshire  
Wednesday, December 30, 2020 @ 8:30 a.m.

## A. Call to Order

Commissioner St. James called the meeting to order at 8:34 a.m.

1. Pledge of Allegiance
2. Electronic Meeting Notice

The Commissioners of Rockingham County find that due to the State of Emergency COVID-19 pandemic declared by the Governor, Emergency Order #12, Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting. In compliance with the emergency order, it is confirmed that public access to the meeting by video or other electronic means was provided. All members are present by utilizing Zoom for this electronic meeting. All members of the Board, Directors and Divisions have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone number at 646-558-8686, or [www.zoom.us](http://www.zoom.us), both using the meeting ID # 580 891 8771.

Telephone/Zoom accessing information to the meeting was provided and instructions on agendas and public notices published on our website [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org)

## 3. Attendance

In person: Commissioner St. James, Chair/remote:	EMS: Jude Gates
Commissioner Tombarello, Vice Chair	Corrections: Jason Henry and guest Dave Berry
Commissioner Coyle, Clerk	Finance: Jessica Tonry
Commissioner Elect Brian Chirichiello	Human Resources: Alison Kivikoski
Commissioner Elect Kate Coyle	Long Term Care: Jason Smith
High Sheriff Massahos	BOC Office: Chris Maxwell
Register of Deeds Stacey	

## B. RFP Openings & Awards

### 1. Opening: Medical Supply Prime Vendor, Long Term Care Services

The Clerk was remote and deferred opening to the new Board of Commissioners on January 13, 2021.

## C. Consent Agenda

### 1. Accounts Payable

List total: \$1,823,071.84, wires \$851,711.13, GL \$19,687.93, payroll \$154,303.20, AP \$797,369.58

### 2. Minutes: December 23, 2020

Approval of the December 23, 2020 Board of Commissioners meeting minutes.

Commissioner Coyle to approve the consent agenda. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

## D. Reports

### 1. Commissioners Office – Kevin St. James, Chair

#### a. Commissioner Liaison Updates

Commissioner Coyle provided a brief update for Corrections and Human Resources. Commissioner Tombarello noted an update from engineering & maintenance regarding a leak that was resolved. A brief update on the Delegation meeting from December 28, 2020 was provided.

#### b. Exception Requests (4)

Commissioner Coyle to approve an exception request to Personnel Policy 6-4 for a long term care employee (MW). Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Commissioner Coyle to approve an exception request to Personnel Policy 6-4 for a long term care employee (JD). Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Commissioner Coyle to approve an exception request to Personnel Policy 6-4 for a long term care employee (LK). Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Commissioner Coyle to approve an exception request to Personnel Policy 6-4 for a long term care employee (CR). Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

## **2. Corrections – Jason Henry, Superintendent**

### **a. APRISS Service Agreement**

Jason Henry updated on the status of this agreement and its need since an alternative is not available. Discussion ensued on state funding, county funding, and the importance of the service. It was noted that the vendor will hold billing as long as possible to provide the needed time for any transfer. Dave Berry explained a long term sustainability plan with state funding. Commissioner Coyle asked when this plan will be active to alleviate further county expenses. Discussion ensued on the state interpretation of funding as supplanting. Commissioner Coyle said he supports this service and is disappointed the state did not do the right thing.

Commissioner Coyle to approve a Service Agreement renewal with APPRISS Insights for victim notification services from 01/01/2021 to 12/31/2021 and authorize the Chair to sign all necessary documents as recommended by the Corrections Superintendent. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

## **3. Human Resources – Alison Kivikoski, Director**

### **a. Occupational Health Services additional coverage**

Alison Kivikoski announced expanded office hours for occupational health services.

## **4. Long Term Care Services – Jason Smith, Director**

### **a. American Express Card Authorization**

Commissioner Coyle to authorize the issuance of an American Express Corporate Card to Jason Smith and close the department issued one once all charges settled. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

### **b. Walgreens COVID-19 Immunization Service Agreements**

Commissioner Coyle to authorize the Long Term Care Services Director to sign time sensitive Walgreens On Site Agreements for the COVID-19 vaccine and provide a completed copy as informational to the Commissioners. If there are any substantial amendments, it is understood the Commissioner Liaison will be consulted. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

## **E. New Business / Old Business**

Best wishes and farewells to Commissioner Coyle and Commissioner St. James were said from the department heads and other elected officials. Commissioner Tombarello said a few words along with Commissioner St. James and Commissioner Coyle.

Alison Kivikoski noted the mandatory FFCRA time ends tomorrow but could extend until March 2021 on a voluntary basis. Her next action will be to connect with the Finance Director to discuss resources and report back with a recommendation.

## **F. Public Comment**

No public comments.

## **G. Commissioners Non-Public Session**

- NH RSA 91-A:3,II (a)

Commissioner Coyle moved to enter into non-public session pursuant to NH RSA 91-A:3 II (a) personnel. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Commissioner Coyle moved to exit non-public session at 9:34 a.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

- **Exception Request**

Commissioner Coyle to approve an exception to the personnel policy for accruals per month to 21.03 hours for a Commissioners Office employee (CM) as recommended by Commissioner Coyle. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Commissioner Coyle to authorize the use of electronic signatures on the PCN form. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

## **H. Adjourn**

Commissioner Coyle moved to adjourn at 9:36 a.m. Commissioner Tombarello seconded the motion. Voted 3-0, Commissioners St. James, Tombarello, and Coyle in favor.

Minutes taken and typed by Chris Maxwell

Minutes approved by the Board of Commissioners on 01/13/2021.



Commissioner Kate Coyle, Clerk