

Rockingham County

Brian Chirichiello, Chair
Steven Goddu, Vice Chair
Kathryn Coyle, Clerk

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Fiscal Year 2024 Out of State Training & Travel Policy

Effective July 1, 2023, Board of Commissioners approval for conferences is not required if the training & travel:

1. Has been budgeted/appropriated.
2. Total cost does not exceed \$1,100 per attendee.
3. Is located within the six New England states.
4. Does not require airfare.

Meal allowances, including reasonable tip amounts, for overnight conferences is \$87 per day and \$43.50 for first and last day involving air travel regardless of what time the employee departs or returns, and \$35 for single day conferences and trainings.

The overnight conferences meal allowance was originally voted at \$95 per day on June 29, 2023, and later amended to \$87 per day on July 20, 2023, effective retroactively to July 1, 2023. The minutes are attached below. The motion to amend is in the July 20, 2023 minutes on page five, and the original motion is in the June 29, 2023 minutes on pages three and four.



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, July 20, 2023 @ 8:30 am

A. Call to Order

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

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Coyle
Commissioner Goddu
Charles Nickerson, Sr. Director, Finance
Alison Kivikoski, Sr. Director, HR
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Leila Mattila, Commissioners' Office

Remote Attendance:

Robin Bernier, IT Manager

Megan McGowen, County Attorney's Office
Jason Henry, Superintendent, DOC
Jason Smith, Sr. Director LTC
Michelle Melanson-Schmitt, DON, LTC
Katherin Mann, Sheriff's Office
Cathy Stacey, Register of Deeds
Tom Tombarello, member of the public
AJ Lastoff, NE BioClean
Paul Lastoff, NE BioClean

B. RFP Openings & Awards

1. Opening: Forticare Renewals – Facilities Operations/IT Services

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. Opening: O365 Subscriptions – Facilities Operations/IT Services

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Opening: Vinyl/Latex Gloves – Facilities Operations

Commissioner Coyle moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

4. Opening: Custom "Hinged Door" Memory Boxes – Long Term Care Services

Commissioner Coyle moved to authorize the Senior Director of Long Term Care Services to review, evaluate the proposals, and return with a recommendation. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to table agenda items number 5 and 6 awards until later in the meeting. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

5. Award: Forticare Renewals – Facilities Operations/IT Services (tabled)

6. Award: O365 Subscriptions – Facilities Operations/IT Services (tabled)

7. Award: Service Contract – Refrigerator/Freezer – Long Term Care Services

Commissioner Coyle moved to award the proposal for service contract-refrigerator/freezer to Alliance Group for an amount not to exceed \$7,980 for a period of one year, as recommended by the Senior

Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

8. Award: Search & Rescue Grant, Night Vision Equipment – Sheriff’s Office

Commissioner Coyle moved to award the proposal for search & rescue grant, night vision equipment to Night Vision, Inc. for an amount not to exceed \$7,325.00, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

C. Consent Agenda

1. 06/29/23 & 07/06/23 Meeting minutes (approval)

Commissioner Coyle moved to approve the June 29, 2023, and July 6, 2023 public and nonpublic meeting minutes. Commissioner Goddu stated he would like to amend the motion and table the July 6th public and nonpublic meeting minutes because they didn’t get them until 9:45 last night and he hasn’t had a chance to read them yet. Commissioner Chirichiello seconded the amendment. Commissioner Coyle suggested a new motion and moved to approve the June 29, 2023 public and nonpublic meeting minutes. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to table the July 6, 2023 public and nonpublic meeting minutes until next week’s meeting. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

2. 07/21/23 Payroll (approval)

Commissioner Coyle moved to approve the payroll expense in the amount of \$1,380,553.75 for the period ending July 15, 2023. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Adult Medical Day Care (AMDC) Payout Report, June 2023 (informational)

4. Nationwide Employee Engagement Program (informational)

D. Reports

1. Commissioners’ Office – Brian Chirichiello, Chair

a. Liaison updates

Commissioner Coyle gave an update on the inmate population, their Covid status and a staffing update for the Department of Corrections. She reported that the Finance Office continues to be busy with year-end procedures and Long Term Care is deficiency free according to the state survey, for the second year in a row.

Commissioner Goddu stated he was contacted by the Derry Chamber of Commerce, and they told him they were devastated by Covid, so they sent him a sizable, detailed request for a grant and he hopes the Commissioners can determine an award in the near future.

Commissioner Chirichiello said he attended the joint loss meeting earlier this week and everything looks good. He reported that someone dropped off what looks like a lawsuit earlier this week. It names him and Scott Priestley, claiming RICO laws, parental right laws, a gentleman from Manchester, NH but he names Rockingham County, not Hillsborough County. He mentioned it has been sent to Primex. He stated Senior Director Gates is meeting with DES this morning and that’s why she’s not in attendance.

b. New Building Construction Invoices (discussion)

Commissioner Chirichiello stated Commissioner Goddu is looking to receive more detail with the Harvey Construction invoices. Commissioner Goddu explained what Harvey Construction provides with other projects and he feels the Commissioners should receive the same amount of detail for their project.

Commissioner Coyle stated there is a checks and balance system in place, and they're not rubber stamping anything. Every invoice is well vetted, and we trust our department heads when they review everything in detail and it's all correct. She also stated that she has concerns with any single Commissioner contacting Warrenstreet or Harvey Construction without Board agreement. She feels a monthly report will be sufficient.

Commissioner Chirichiello reported that Warrenstreet contacted him and stated that a commissioner contacted their employees. He said they felt "put on the spot" because they were told if he didn't get what he wants, he's not going to sign, so he shares the same concern as Commissioner Coyle. He doesn't know what's transpiring between a commissioner and the vendor. He feels like Commissioner Goddu is acting for the County and he wants to make sure it doesn't continue. He also requested that if Commissioner Goddu wants to reach out to any of the departments that he is liaison to, he would like to be copied on the email, or given a heads up first.

Commissioner Coyle suggested we have a meeting with Warrenstreet and Harvey Construction. Commissioner Chirichiello agreed. Commissioner Goddu said it's trust but verify. He said he trusts Warrenstreet and Harvey Construction because they are both excellent vendors, but it's normal procedure for them to provide a detailed executive summary every month and a detailed warrant that shows the amount of money they're spending every month and all the invoices. He doesn't think it's adequate to sign off. He said he is also not going to restrict who he contacts, the liaisons are for the department heads to contact us, not the other way around. Discussion ensued.

Commissioner Coyle suggested to the Chair that they should make a motion, and she moved that no member of the Board should be contacting Warrenstreet, Harvey Construction or any vendor independently without discussion and agreement by the Board of Commissioners. Commissioner Chirichiello seconded the motion. Commissioner Goddu stated they do not have the authority to make a motion to restrict his behavior, or anybody else's behavior in this room. He said they can make the motion and vote for it, but he will ignore it. Commissioner Chirichiello informed the Board that they will instruct Warrenstreet and Harvey Construction not to respond to a single Commissioner. Commissioner Coyle stated the motion is on the floor. Voted 2-1, Commissioners Coyle and Chirichiello in favor, Commissioner Goddu opposed.

Commissioner Chirichiello agreed with the suggestion to bring Warrenstreet and Harvey Construction in for a meeting to make sure we're all on the same page with what we would like to see with the invoices.

2. County Attorney's Office – Patricia Conway, County Attorney

a. Bid Waiver Request, DocStar – PiF Technology \$11,785.00 (approval)

Commissioner Coyle moved to approve the DocStar-PiF Technology proposal & Bid Waiver Request in the amount of \$11,785.00 for re-installation of the software and one year of support and authorize the Chair to sign all necessary agreements, as recommended by the County Attorney. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

b. Assistant County Attorney New Hire Pursuant to NH RSA 7:33-f (approval)

Commissioner Coyle moved to approve hiring an Assistant County Attorney, pursuant to NH RSA 7:33-f, as recommended by the County Attorney and with approval from the Attorney General. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

c. Out of State Conference Request (approval)

Commissioner Coyle moved to approve an out of state conference and travel for two Victim Witness Specialists from the County Attorney's Office to attend the National Coalition Against Domestic Violence conference held October 22 – 25, 2023 in Washington, DC, at an estimated total cost of \$6,000, as recommended by the County Attorney. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

3. Department of Corrections – Jason Henry, Superintendent

- a. Inmate Administrative Transfer Pursuant to NH RSA 30-B:21 (approval)

Commissioner Coyle moved to approve an inmate administrative transfer dated July 6, 2023, transferring an inmate to Carroll County Department of Corrections pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

4. Finance Office – Charles Nickerson, Senior Director

- a. Fiscal Year 2024 Benefits Related Payments (approval)

Commissioner Coyle moved to authorize the Finance Office to process payments for Fiscal Year 2024 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 Senior Director of Finance. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

5. Human Resources – Alison Kivikoski, Senior Director

- a. Exeter Inn - 2023 Years of Service/NHAC Awards Events (approval)

Commissioner Coyle moved to authorize hosting the 2023 Years of Service / NH Association of Counties (NHAC) awards events at the Exeter Inn on October 26, 2023 and November 2, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Exception Request, Open Enrollment Deadline – Sheriff's Office (approval)

Commissioner Coyle moved to approve an exception request to the open enrollment deadline for a Sheriff's Office employee (K.L.) as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- c. Revised Per Diem Wage Schedule (approval)

Commissioner Coyle moved to approve the amendment to the per diem wage schedule for three positions effective July 2, 2023 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- d. Wage Adjustments, On Call Dispatchers (approval)

Commissioner Coyle moved to approve wage adjustments for identified On Call Dispatchers as outlined on the memo from Human Resources dated July 20, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- e. Fiscal Year 2024 Hiring Grids (approval)

Commissioner Coyle moved to adopt the five (5) revised hiring grids as outlined for fiscal year 2024 effective July 1, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- f. Sign-On Bonuses – Facilities Operations (approval)

Commissioner Coyle moved to approve a sign-on bonus for each of the two (2) full-time Plumber positions in the amount of \$10,000 (\$4,000 at 4 months, \$3,000 at 8 months, and \$3,000 at 12 months). Further, to approve a sign-on bonus for the full-time Motor Services Technician position in the amount of \$5,000 (\$2,000 at 4 months, \$1,500 at 8 months, and \$1,500 at 12 months). Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- g. Conferences Meals Cap Amendment (approval)

Commissioner Coyle moved to amend the fiscal year 2024 daily meal cost limit (including reasonable tip amounts) to \$87 for overnight conferences effective July 1, 2023 as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

6. Long Term Care Services – Jason Smith, Senior Director

- a. Adult Medical Day Care (AMDC) Grant Request – Easterseals (approval)

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated July 17, 2023 to Easterseals for an additional client at an amount of \$80 per day for 5 days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Adult Medical Day Care (AMDC) Grant Request – Easterseals (approval)

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated July 13, 2023 to Easterseals for an additional client at an amount of \$80 per day for 5 days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- c. Adult Medical Day Care (AMDC) Grant Request – Silverthorne (approval)

Commissioner Coyle moved to approve an Adult Medical Day Care grant dated July 6, 2023 to Silverthorne for an additional client at an amount of \$25 per day for 3 days per week, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- d. HealthDirect Pharmacy Agreement (approval)

Commissioner Coyle moved to approve the HealthDirect Pharmacy Agreement and authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- e. Out of State Conference Request (approval)

Commissioner Coyle moved to approve an out of state conference and travel for a Long Term Care Services employee (P.M.), to attend the 2023 American Society for Health Care Risk Management (ASHRM) conference held August 7 – 12, 2023 in St. Louis, MO at an estimated total cost of \$4,900.00, as recommended by the Senior Director of Long Term Care Services. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

7. Sheriff's Office – Charles Massahos, High Sheriff

- a. Grant Application: 2023 Justice Assistance Grant, \$36,467 (approval)

Commissioner Coyle moved to approve an application for the 2023 Justice Assistance Grant in the amount of \$36,467, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

- b. Grant Agreement: Highway Safety Grant \$14,400 (approval)

Commissioner Coyle moved to approve the Highway Safety Grant Agreement in the amount of \$14,400, and authorize the Chair to sign all necessary documents, as recommended by the High Sheriff. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

E. Department Head Updates

The High Sheriff gave a staffing update, mentioned they have been busy with Civil processing and said he has a great team and he's very proud of everyone.

Senior Director Kivikoski said they are working on setting up harassment training, they have been working on a couple of MOU's, the Use of Facility policy, she gave an update on the childcare feasibility study, announced the earned time cash out forms have gone out and they're working on the MotivateMe payout.

Senior Director Nickerson stated he has many grant filings due this month. He has completed the budget filing with the DRA, he spoke of tax apportionment and equalization, and mentioned it's a very busy month in payroll with many changes going through and he's looking forward to year-end prep.

Robin Bernier, IT Manager mentioned they are working on scheduling a complete network security assessment, free of charge from Homeland Security.

Superintendent Jason Henry gave an update on the inmate population, he stated the guard tour for doing rounds is coming along and most of the data has been put in the background and he hopes it will be up and running soon. He said they organized defensive tactic training throughout the state to level up some Rockingham County employees who are certified instructors, and they had their initial kick-off meeting with Central Square.

Michele Melanson Schmitt, Director of Nursing reporting they are prepping for next year's survey and she gave a Covid update.

Megan McGowen of the County Attorney's Office gave an update on their case load, and a staffing update.

Commissioner Coyle asked to take up the walk-in from Human Resources regarding the County Attorney's Office. Commissioner Chirichiello agreed. Commissioner Coyle moved to approve a general leave request for a County Attorney's Office employee (K.B.) with County portion of all benefits to continue for the period June 29, 2023 through September 11, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion and commented that he doesn't know anything about it. Commissioner Coyle said they can take it up in nonpublic and she will table it. Commissioner Chirichiello seconded tabling the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Register of Deeds Cathy Stacey gave an update on some large transactions and announced she is leaving for the NACo conference tomorrow, returning on Monday.

Leila Mattila, Senior Executive Assistant stated the CDBG project for New Generation has been put on hold until probably 2025, and she gave a special thank you to Cathy Stacey for submitting her annual report already.

Commissioner Coyle asked to make the motion for the two awards that were tabled earlier in the meeting, Commissioner Chirichiello agreed.

Commissioner Coyle moved to award the proposal for Forticare Renewals to Block 5 for an amount not to exceed \$12,857.84, as recommended by the IT Manager and the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Commissioner Coyle moved to award the proposal for Office 365 Subscriptions to Tommy TQL for an amount not to exceed \$79,187.78, as recommended by the IT Manager and the Senior Director of Facilities, Planning and IT. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

F. New Business / Old Business

No one had any new business or old business to discuss.

G. Public Comment

There were no public comments.

H. Commissioners' Nonpublic Session

Commissioner Coyle moved to enter Nonpublic Session at 9:40 am per NH RSA 91-A:3, II (a), personnel. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioners Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to exit Nonpublic Session at 10:05 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

A non-meeting took place from 10:05 am to 10:53 am

Commissioner Coyle moved to seal the nonpublic minutes for session #1 indefinitely because divulgence of this information would be a HIPAA violation. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to seal the nonpublic minutes for session #2 indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Commissioner Goddu seconded the motion. Voted 3-0 in favor. Commissioner Goddu voted yes, Commissioner Coyle voted yes, and Commissioner Chirichiello voted yes.

Commissioner Coyle moved to approve a general leave request for a County Attorney's Office employee (K.B.) with County portion of all benefits to continue for the period June 29, 2023 through September 11, 2023, as recommended by the Senior Director of Human Resources. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

I. Adjourn

Commissioner Coyle moved to adjourn at 10:55 am. Commissioner Goddu seconded the motion. Voted 3-0, Commissioners Goddu, Coyle, and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 07/27/2023.



Commissioner Kathryn Coyle, Clerk



Rockingham County Commissioners

Meeting Minutes

Maureen Barrows Conference Room, 117 North Rd, Brentwood, NH
Thursday, June 29, 2023 @ 8:30 am

A. Call to Order

Commissioner Chirichiello called the meeting to order at 8:31 am.

1. Pledge of Allegiance

2. Attendance

Commissioner Chirichiello
Commissioner Goddu
Jude Gates, Sr. Director E&MS
Katie Casey, Asst. Director, Finance
Alison Kivikoski, Sr. Director, HR
Leila Mattila, Commissioners' Office

Remote Attendance:

Jason Henry, Superintendent, DOC
Jason Smith, Sr. Director LTC
High Sheriff Massahos
Major Bashaw, Sheriff's Office
Cathy Stacey, Register of Deeds
Thomas Tombarello, member of the public

B. RFP Openings & Awards

1. Opening: HVAC Equipment Replacement – Engineering & Maintenance Services

Commissioner Goddu moved to authorize the Senior Director of Facilities, Planning and IT to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

2. Opening: Handheld Narcotics Detection Device – Sheriff's Office

Commissioner Goddu moved to authorize the High Sheriff to review, evaluate the proposals, and return with a recommendation. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

3. Award: Dishwashing & Laundry Chemicals – Engineering and Maintenance Services

Commissioner Goddu moved to award the proposal for dishwashing & laundry chemicals as follows;

To Hillyard for lotion hand soap for the Department of Corrections for an amount not to exceed \$902.20 for a one-year period beginning August 1, 2023, and to WB Mason for all other Department of Corrections and Environmental Services items for an amount not to exceed \$79,349.93 for a two-year period beginning August 1, 2023, as recommended by the Senior Director of Facilities, Planning and IT. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

4. Award: Refurbish Hospice Suites and Family Room – Long Term Care Services

Commissioner Goddu moved to award the proposal for refurbish hospice suites and family room to Wellesley Design Consultants for an amount not to exceed \$177,200 as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Commissioner Goddu said he was concerned that we received only one bid and questioned the amount of advertising for the RFP. Discussion ensued. Commissioner Chirichiello asked if it is in the budget. Senior Director Smith stated it has been budgeted for and he explained that there are limited designers that specialize in long term care communities with medical grade products. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

C. Consent Agenda

1. 06/22/23 Meeting minutes (approval)

Commissioner Goddu moved to approve the June 22, 2023 public and nonpublic meeting minutes. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

2. Adult Medical Day Care (AMDC) Payout Report, May 2023 (informational)
3. HR Bi-Weekly Recruitment Report (informational)

Discussion ensued regarding recruitment efforts for the nursing department. Commissioner Goddu said he would like to see an effort to talk to new graduates and ask why they don't want to work here, and what would entice them to come to work here. Senior Director Kivikoski suggested looking at student loan forgiveness and said she would come back with information for the Board after she reaches out to another County that is offering it. Discussion ensued.

4. 06/29/23 Accounts payable list (approval)

List total: \$1,256,406.18, GL \$168.50, Payroll \$1,519.27, Accounts Payable check run \$1,254,718.41.

Commissioner Goddu moved to approve the remainder of the consent agenda, which includes an Accounts Payable list total of \$1,256,406.18. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

D. Reports

1. Commissioners' Office – Brian Chirichiello, Chair

- a. Liaison updates

Commissioner Goddu said the initial childcare feasibility meeting was well attended and productive. They will focus on what is required and will survey current employees to see if they would take advantage. He is pleased with the interest and activity.

Commissioner Chirichiello said we got a memo from Superintendent Henry regarding ICE holds, it will probably come up in New Business, and the Opioid Abatement Funds meeting is this afternoon. Discussion ensued and it was determined they would cancel today's meeting.

- b. CDBG Grant Writer Selection (approval)

Commissioner Goddu moved to select Donna Lane as the CDBG application grant writer based on experience and reasonableness of cost and authorize the Chair to sign all necessary documents. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

2. Department of Corrections – Jason Henry, Superintendent

- a. Inmate Administrative Transfer Pursuant to NH RSA 30-B:21 (approval)

Commissioner Goddu moved to approve an inmate administrative transfer dated June 22, 2023, transferring an inmate to Carroll County Department of Corrections, pursuant to NH RSA 30-B:21 as recommended by the Superintendent. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

3. Finance Office – Charles Nickerson, Senior Director

- a. Grant Application: 2023 ARPA Cybersecurity Implementation Grant, \$100,000 (approval)

Commissioner Goddu moved to approve the submittal of an application for the 2023 ARPA Cybersecurity Implementation grant for an amount up to \$100,000, and upon approval, authorize the Chair to sign all necessary documents, as recommended by the Senior Director of Finance. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

4. Human Resources – Alison Kivikoski, Senior Director

- a. Employee Retention and Engagement/ARPA Project Fund (approval)

Commissioner Goddu moved to approve the purchase of various gift cards as identified on the memo from

Human Resources dated June 26, 2023, utilizing category 2.35 of the ARPA project funds as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

Commissioner Goddu moved to implement a disclaimer that once the employee accepts the gift card and signs the tax form, Rockingham County is not responsible for any financial loss if the employee is unable to use the gift card, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion.

Register of Deeds, Cathy Stacey said one of her employees received a gift card to Park Place Lanes, they have gone out of business and the gift card won't be honored. She said she has an issue because the employee has been waiting for information from HR for a week, and now this is the result, this this comes before you to undermine so the employee is out of luck. Senior Director Kivikoski said they haven't been able to discuss it because it was done for tax year 2022 and Senior Director Nickerson isn't here. They've been doing research with the state to find out about this business. They offer these gift cards with the best intentions, but they have no idea what these companies' financial backgrounds are when they purchase the cards, and they don't get any information from these companies after they purchase the cards. She said the email from the employee stated her concern was the tax and that's what they have been researching for the employee.

Ms. Stacey said the employee is asking if there will be a replacement gift card. Senior Director Kivikoski stated today's motion is for gift cards going forward, all recipients will be aware that we won't be liable. She said to Ms. Stacey that she can use the next round of gift cards that will be going out soon to replace the one the employee can't use. Ms. Stacey said her problem is that Senior Director Kivikoski didn't reach out to her before today's meeting to inform her of today's motion knowing there was an issue in her department.

Commissioner Goddu asked how many gift cards were purchased from Park Place Lane and how many have been used. Senior Director Kivikoski said there were 10 purchased and they would have to call the employees to see if they've been used. Commissioner Goddu asked to have all the unused Park Place Lanes gift cards replaced, independent of the other gift cards.

Senior Director Kivikoski said today's motion is to cover us for any future gift cards, not to retaliate against Ms. Stacey's employee. She said she hasn't contacted the employee yet because they haven't been able to find out any information on the business, so they have a call into the state, and Senior Director Nickerson isn't here to answer the question about the tax. She wants to clear that up because the employee specifically asked about that. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

b. Internal Only Job Postings (2) (approval)

Commissioner Goddu moved to approve an internal only posting for one Finance Office position and an internal only posting for one Assisted Living position under Chapter 10 Recruitment, Selection, and Appointment of Employees, 10-3 Recruitment Procedures, B, 3., Internal 10 day posting. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

c. Training Request (approval)

Commissioner Goddu moved to approve an exception to the conference and training directive for a Human Resources employee (A.K.), to attend the Strategic HR conference in Bretton Woods, NH held October 22-24, 2023 at an estimated total cost of \$2,130.00, as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

d. Updated Conferences Daily Meal Cap & Total Cost Threshold (approval)

Commissioner Goddu moved to approve the total conference cost threshold, before the need for Board of Commissioners approval, to be increased to \$1,100 per attendee, as recommended by the Senior Director

of Human Resources. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

Commissioner Goddu moved to set a daily meal cost limit (including reasonable tip amounts) of \$95 for overnight conferences, with 50% of the rate for first and last day involving air travel regardless of what time the employee departs or returns, and \$35 for single day conferences/trainings effective July 1, 2023 as recommended by the Senior Director of Human Resources. Commissioner Chirichiello seconded the motion. Assistant Director Katie Casey said the Federal rates haven't come out yet. She feels it should be increased but maybe not this much. She suggested talking to Senior Director Nickerson when he comes back. Discussion ensued regarding tabling the motion, it was decided they would move forward today and amend it later. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

- e. Full Execution of Two CBA's (for Commissioners signatures)
 - NEPBA, Sheriff's Supervisors
 - Teamsters Local #633, Department of Engineering and Maintenance

5. Long Term Care Services – Jason Smith, Senior Director

- a. The Inn at Deerfield, Inc Memo of Understanding Renewal (approval)

Commissioner Goddu moved to approve the renewal of The Inn at Deerfield, Inc. memo of understanding, and authorize the Chair to sign all necessary documents as recommended by the Senior Director of Long Term Care Services. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

E. Department Head Updates

Superintendent Jason Henry reported there are currently 145 inmates, the shower project is going well, and he is asking for a letter of support in pursuit of holding ICE detainees. Commissioner Goddu asked how many detainees he expects from this deal. Superintendent Henry said he would open one unit, he expects 60 inmates which would need one staff member per shift and it would not impact the amount of spots he is already authorized. He gave a staffing update explaining there is enough staff. Commissioner Chirichiello said they will work on the letter of support. He went on to report that their x-ray machine is up and running, they are working on an rfp for a replacement, they had the Sheriff's dogs in to search one of their units and will be doing that on a more frequent basis going forward.

Senior Director Smith gave a Covid update, they are doing a food drive, working with Glendale to open up neighborhood kitchens for more of a full dining experience, preparing for survey and Medicare Part B billing audit.

Register of Deeds Cathy Stacey said it's quiet there now.

The High Sheriff said he had nothing new to report but it's nice to see Tom Tombarello at the meeting.

Senior Director Gates said she has nothing to report, they're just busy.

Assistant Director Katie Casey said they are getting ready for year-end close.

Senior Director Kivikoski said they will be doing a second audit of open enrollment, they will be sending out the Yeti cups next week, and they'll be starting the MotivateMe audit soon. There are two Department of Corrections MOU's for the Lieutenants and Majors that are expiring on June 30th. They are for pick-up bonuses, allowing them to pick up overtime for relief of mandates. She said she will work on the MOU's and bring them back to the Board next week to see if they want to extend them another year.

F. New Business / Old Business

There was nothing brought forward for new business or old business.

G. Public Comment

Thomas Tombarello congratulated everyone on passing the budget, he said he drove past recently and was excited to see the excavators out in the field. He said we're all doing a fantastic job and he's proud of us all.

H. Commissioners' Nonpublic Session

Commissioner Goddu moved to enter Nonpublic Session at 9:21 am per NH RSA 91-A:3, II (a), personnel. Commissioner Chirichiello seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Chirichiello voted yes.

Commissioner Goddu moved to exit Nonpublic Session at 9:41 am. Commissioner Chirichiello seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

Commissioner Goddu moved to seal the nonpublic minutes indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective. Commissioner Chirichiello seconded the motion. Voted 2-0 in favor. Commissioner Goddu voted yes, and Commissioner Chirichiello voted yes.

I. Adjourn

Commissioner Goddu moved to adjourn at 9:42 am. Commissioner Goddu seconded the motion. Voted 2-0, Commissioners Goddu and Chirichiello in favor.

Minutes taken and typed by Leila Mattila.

Minutes approved by the Board of Commissioners on 07/20/2023.



Commissioner Steven Goddu, Vice Chair