

GRAFTON COUNTY COMMISSIONERS' MEETING

Welcome Center, Ice Area, Plymouth State University

Holderness, NH

Tuesday October 19, 2010

PRESENT: Commissioners Michael Cryans, Ray Burton and Martha Richards, Executive Director Clough and Secretary Martino

OTHERS: Walter Johnson, Peter Weston, Woody Labrath from the Town of Holderness Selectboard, Omar Ahearn, Carol Elliott, Barbara Anderson and Julie Bernier, VP for Academic Affairs PSU. Representatives Aguiar, Preston and Friedrich

Commissioner Richards called the meeting to order and then introduced the audience members, Selectmen from her town, fellow Board members and Department Heads. She then introduced Julie Bernier who had a video presentation on the new ALLwell Center that the University is creating which begins with the ice area which opened in 2010. Additional buildings will be added on, including a new field house and aquatic center. There are various new programs being instituted such as summer college at PSU for high school students, environmental sustainability classes and a White Mountain Hostel for families. A new Museum for the White Mountains is also being worked on with many pictures and items of interest already in stock.

Bernier discussed the collaboration with GCEDC for the Business Enterprise Center (incubator project). The University also plans to institute a nursing program in 2012.

Commissioner Richards asked about getting qualified instructors to teach nursing and Ms. Bernier said that it has been one of the challenges. She said getting people with their PhD's will be difficult and those with master's degrees should be easier.

Holderness Town Administrator Walter Johnson spoke briefly about the town of Holderness and how it works with the University. He has been Administrator for six years.

Commissioner Cryans asked him to talk a little bit about the population and schools. Mr. Johnson said that there are about 2000 people year round with an additional 2000-3000 in the summer. They have a K-8<sup>th</sup> grade school and their high school students attend Plymouth High. They also have the Holderness School which is private and has approximately 300-400 students. The Town provided a police resource officer to the Holderness School which provides a unique opportunity for them.

Johnson said that Grafton County inmates have done a lot of work in town over the years.

Nursing Home Administrator Bolander was the first Department Head to report. She said the NH census was 131.

The NH is working on computerized data for online information of residents which is a mandatory process.

The NH recently completed a State survey.

Trick or Treat Street will be held on October 27<sup>th</sup> and they will be expecting about 300 children.

Commissioner Cryans asked NHA Bolander to talk about the Alzheimer's unit to which she replied they have a 30 bed unit dedicated to Alzheimer's residents with a specially trained staff who cares for them.

All residents are kept active with various activities. NHA Bolander discussed the Master Gardner's program through UNH that put in a number of flower beds as well as a sensory garden for the residents.

Commissioner Burton asked NHA Bolander if the NH could be used as a practice site for the Nursing program through PSU and she said it could.

Commissioner Richards said that she has been very impressed with the volunteering that is done at the NH and NHA Bolander said they have over 70 volunteers. She added that Doreen Moody who is the Volunteer Coordinator was recently awarded the New Hampshire Association of Volunteers Award and was presented the award by Judith Lonergan who established the Association.

Human Services Administrator Nancy Bishop spoke next and gave a brief overview of her position at the County which is to track long term care expenses.

Representative Aguiar arrived.

HSA Bishop is also coordinating the Dental Clinic which is being held at the County a couple times a month and is available to all residents of Grafton County. The next clinic will be held October 27<sup>th</sup> and 28<sup>th</sup>.

There was a discussion about incentive funds which used to be done through the County and have since been moved to a State function. HSA Bishop used to coordinate these funds and this year sat on the committee as a surrogate for Commissioner Cryans. She said there was a discussion about changing the way things are done next year and explained the process as it worked this year. Commissioner Richards said that one of her concerns is the reduction of the amount of funds as well as moving them to a State responsibility.

Commissioner Burton said that he would like HSA Bishop to comprise a summary of the good and bad points of this year's incentive funds process and to present that to the Board of Commissioners with a copy to HHS Commissioner Toumpas.

Commissioner Cryans said that the Farm Manager was unable to attend the meeting and gave a brief overview of the Farm which has cows, chickens, pigs, land and produces vegetables for a Farmstand, which in turn produces revenue.

O. Ahearn asked if there was a forestry plan in place and Director Clough said there was and it could be found on the Grafton County website.

IT Manager Brent Ruggles gave the Commissioners his written report \*(see attached) and then gave a brief overview of what the IT Dept. does.

W. Johnson said that it would be helpful to have an IT resource available at the County level and ITM Ruggles said that he would be happy to advise if needed.

The Maintenance Supt. was unable to attend and Commissioner Cryans said that because of the attention from that Dept., the County and all the buildings are kept in very good condition. He suggested that people give it a good look when passing by to see how well it is kept up.

County Attorney Saffo who was appointed after Attorney St. Hilaire left to pursue his personal career, discussed work at the County Attorney's office. She said that they have over 500 cases a year. She discussed the lack of Courtroom time now that the State has implemented cutbacks and that she is not a big proponent of pleaing down cases. She said that the legislature needs to understand what the reduction of Court times means as far as public safety goes.

Atty. Saffo said that the Child Advocacy Center is up and running and the goal is that all children have access to mental health counseling in that it helps victims heal.

Rep. Preston arrived.

The County has been approved for a new Mental Health Court grant and Atty. Saffo said she's ready to post the ad for a new coordinator. She said that her new intern specializes in Mental Health Court and actually found the grant. Statistics show that 30% of inmates have a mental illness and the new Jail facility will help greatly with this.

The awarded grant is \$233K for the next two years and the hope is that it will be up and running by the beginning of next year.

Atty. Saffo discussed the Drug Court program which is for felony non violent addicts and is a national award winning program. She said that the County is very fortunate to have the support of the Commissioners and the taxpayers for this program.

Commissioner Cryans added that sometimes we are all so focused on the costs of things and cost aside, this program gives people their lives back. He said that Supt. Libby states that 90% of inmates have issues with drugs.

He also noted that the next Drug Court graduation will be on November 17<sup>th</sup> and retiring NH Chief Justice Broderick will be the guest speaker.

O. Ahearn asked Atty. Saffo how the Attorney's office was staffed. She replied there were four assistant attorneys, two people in the Victim Witness program, an office manager, three administrative assistants and one part time investigator.

Commissioner Cryans took a moment to recognize the two State Representatives who had arrived. Rep. Aguiar said he represented District 6 and Rep. Preston, District 8.

Commissioner Cryans said that the Human Resource Director was unable to attend the meeting but just as a matter of information, Grafton County supports 425 employees, most of which are in the Nursing Home and the Jail.

Commissioner Burton noted that as Clerk, he is responsible for signing the invoices that come into the County and seeing that the NH is using traveling nurses, asked that HRD Simpson be sure to hire the proper number of LPN's and RN's.

Commissioner Burton also noted an invoice from an extermination company which Director Clough said is done routinely at the Nursing Home. Commissioner Burton wanted the record to reflect that he asked that the exterminators spray for bed bugs.

Sheriff Dutile spoke next and thanked the Town of Holderness for hosting this meeting. He discussed the duties and responsibilities of the Sheriff's Dept. He said that some of what the Dept. does for the Town of Holderness is to transport those arrested to the Jail and then back to Court when needed. He said they also help out with the University at least twice a year.

Rep. Friedrich arrived.

Sheriff Dutile continued and said that the Dispatch Center supports 61 communities (Holderness is not one of them). Statistics from the Sheriff's Dept include 5600 civil writs served which resulted in revenue of \$164K and 4100 transports were done.

Commissioner Burton asked when Capt. Leavitt begins his 50<sup>th</sup> year as a public servant and Sheriff Dutile said it began on the 1<sup>st</sup> of July. Commissioner Burton suggested having a local ceremony for him.

Commissioner Cryans noted that Commissioner Burton had 32 years as Executive Councilor and 20 years as a Commissioner himself.

Commissioner Burton asked the Sheriff if the Town of Warren was adequately staffed and the Sheriff said that there is not much in the way of general patrol and the State Police take the rest of the issues.

Commissioner Cryans said that the Register of Deeds was unable to attend the meeting and the Deeds Dept. registers deeds and mortgages and creates revenue for the County.

Commissioner Cryans then gave a brief overview of the new Jail process saying that it has been a very lengthy process beginning with the National Institute of Corrections (NIC) coming in five years ago to do an analysis. That analysis showed that a new building was needed. The project was planned and then a lawsuit followed which held things up for years. Though not planned, the holdup actually brought the County to a time where the economy had slowed and the cost of construction went down. Groundbreaking was in June 2010 and the price of the Jail went from \$38M down to less than \$34M resulting in quite a large savings to the taxpayers. The Commissioner continued saying that thanks in part to Rep. Friedrich, the Jail was constructed using geothermal heating/cooling and 83 wells have been drilled for that. Commissioner Cryans thanked Commissioner Richards for all her work with the Jail committee and for representing the other two Commissioners. He asked Commissioner Richards if she would like to speak about the Jail.

Commissioner Richards began by saying that NIC was just recently at the County offering workshops on how to transition to the new Jail. This was done at no cost to the County. She said that the County is fortunate to have Supt. Libby and his staff and they appear to be ahead of the curve in the transition process and are working on the proper programs.

She said that she felt that it was important to have family therapy rooms and a space to exhibit inmate art in the main entrance.

Commissioner Cryans said he is extremely proud of the GED program and that over 70 inmates have achieved their degree with some going on to take college courses.

Commissioner Richards said that the Commissioners met at the Plymouth Senior Center earlier this morning to observe Community Corrections delivering a donation of potatoes.

Commissioner Burton said that he would be open to discussions as to what should be done with the old Jail when everyone moves out.

Commissioner Cryans also thanked Director Clough and said that he can't say enough about all she has done with the Jail project.

W. Johnson said that having Deeds online has been a huge benefit and has saved a lot of driving time.

Rep. Aguiar said that he has been to several of the GED graduations and sees them as money well spent.

GCEDC Executive Director Mark Scarano arrived and informed the Commissioners that 149 Main Street (Incubator Project building) will be open at noon for them to take a tour.

W. Johnson said that he feels that Director Clough is doing a good job and feels positive about the reduced cost of the Jail.

Commissioner Richards moved to approve the minutes from October 12, 2010 which was seconded by Commissioner Burton. Edits were made. All were in favor.

The Commissioners signed the check registers.

Director Clough informed the Commissioners that L. Bailey will be representing the County in the lawsuit against the Sheriff's Dept. and will meet with Sheriff Dutile and C. Barry and that it was still not confirmed whether LGC will be providing coverage or not.

A letter was received from the Insurance Company on the Jail project that said that they had met with Maintenance Supt. Oakes and that he seems well versed on the project and that they have no concerns or recommendations at this time.

Director Clough gave the Commissioners the Sept report from NACo regarding the Prescription Drug Cards. Savings were \$7,924 or 26.82% with 239 users.

A decision was issued in the Elected Officials lawsuit and the Supreme Court upheld the decision of the Superior Court and the plaintiffs will have ten days to file for reconsideration.

Director Clough said she was contacted by CGI through NACo regarding the free marketing plan they have offered the County. They would like the County to sign with them to provide seven 1-minute videos which will be shown on the Grafton County website and would highlight Grafton County attractions. CGI would take care of the scripting and edits as well as securing advertisers. The service is free to the County and will run for three years. Commissioner Cryans said he thought this it would be good for highlighting various attractions in the County region. Commissioner Burton agreed

Commissioner Burton moved to go ahead with this project under the direction of Director Clough which was seconded by Commissioner Richards. All were in favor.

Commissioner Cryans signed the agreement.

Director Clough said that NH Bolander shared the proposal for more staff with her. She would like to have five more LNA's and two more Dietary Aides full time. The cost on this would be \$237K and NHA Bolander would like to ask for \$250K from the Delegation.

Director Clough said that in the conversation she voiced her concerns of adding seven more positions and stated that two more Dietary Aides would be the most they have had since FY07. She said that NHA Bolander stated that the NH is buying lower quality food and that purchasing fresh vegetables from the Farm is too expensive. She claimed there was just not enough money to purchase the proper food.

Adding 5 full time LNA hours would be taking the County higher in LNA hours than has been before. NHA Bolander said that the person in charge of scheduling was using more hours than budgeted and has since stopped doing that. Since that practice has ended it appears to be a bigger drop than what is it actually should be. Why that was allowed to happen was in question.

Director Clough feels that this all needs to be investigated thoroughly so that we don't knee-jerk react to the survey.

Commissioner Cryans said that the food issue needs to be tackled and he said that it doesn't make sense to him that if you remove 200 meals (from the Jail), why it doesn't reduce your workforce.

Commissioner Cryans said he would rather consider a phasing in of LNA staff noting that this is a much more fiscal difficulty than was before. He said that not having to pay benefits for six months should be considered as well in the cost factor.

Director Clough said that because of a change in Dietary scheduling of evening hours, the LNA's are doing more Dietary work. Commissioner Cryans asked why staff was reduced in the evening when the meal reduction was in the day.

Commissioner Richards said she didn't want to second guess NHA Bolander as she's been doing this for a while. She said that maybe she needs Dietary people at night if that's when they're making the meals for the Jail. She said she would like to see a full census and the proper care given to the residents and she would like to hear more from NHA Bolander about the needs.

There was a discussion about how the appropriation of money would work. Director Clough said that the Delegation will need to approve this whether the money is taken from the fund balance or there is a request of the taxpayers. She said she would like to

see this taken care of before the first of December in order to be able to work with the current legislators who are more familiar with the workings of the Nursing Home.

Commissioner Burton said that the food quality needs to be addressed. He said he eats over at the Nursing Home frequently and has noticed the food has gone downhill. Commissioner Richards said that she finds it hard to believe that that buying fresh vegetables for four months out of the year for 10% of the population can be too expensive.

Commissioner Cryans said that NHA Bolander should be asked to look at the management of the people and to consider some kind of compromise. He wanted to know if more money was spent on food, would that alone return the quality of the food. Commissioner Burton said he plans to speak with NHA Bolander about this.

Commissioner Burton said that insofar as possible, if anything can be done to correct this it should be done.

#### COMMISSIONER ISSUES:

The fall tour of the Grafton County Conservation District was held last week and Commissioner Cryans attended. He said that Covert Farm in Piermont is a new business that will be cooking and preparing its own local food.

Commissioner Cryans said that the Grafton County Farm Bureau Annual meeting was held at the Horse Meadow Senior Center and that 50-60 people were in attendance. He said that Denis Ward, former Chair of the UNH Advisory Council, is the President. Commissioner Cryans said that children from 4H served the food and discussed their involvement with 4H.

O. Ahearn thanked the Commissioners for holding this on the road meeting on that side of the state as traveling to the County can be time consuming.

W. Johnson invited the Commissioners to hold an annual meeting in Holderness if they liked and that the Selectboard members found the information from the Department Heads very informative.

Walter Johnson was thanked for his hospitality.

11:42 PM Being no further business the meeting was adjourned.

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Raymond S. Burton, Clerk

**Grafton County Department of Information Technology**  
**Monthly Project Summary Recap**  
**10-19-10**

**Nursing Home**

- We met the deadline for implementation of MDS 3.0 at the nursing home and it is working.
- Since October first we have installed 4 critical software updates for American Health Tech for compliance to the Minimum Data Set 3.0
- Benefits - By use of Electronic Signatures on the new Server MDS 3.0 allows us to reduce the volume of paper printed and these documents can now be kept electronically.
- Setup and installation of a new additional PC workstation in Activities department.

**Commissioners Office**

- Update Database for Budgetsense Accounting software from Microsoft SQL Server 2000 to SQL Server 2008
- Update Laserfiche Database from Microsoft MSDE to Microsoft SQL Express
- Image Payroll System PC to prepare for replacement system

**Department of Corrections**

- Move WEBCAM on top of Courthouse Building to South side of roof to gain better viewpoint on new Facility.
- Webinar on review Voice of Internet Protocol phone system with Transition Team for new facility
- Install new PC for new employee Sargent Todd Eck in the LT's office at the DOC.

**Maintenance Department**

- Replace 2 very old HVAC Control Computers with new systems and Update Tracer Summit Software.

**Sheriffs Office**

- Troubleshoot connectivity problems on Console 3 in the Dispatch Center

**All Campus Networks**

- Update Backup Software on all networks to new version
- Update of Kaspersky AntiVirus Software Administrative Console and Update all Servers to new version