

COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday August 23, 2011

PRESENT: Commissioners Cryans, Omer C. Ahern Jr. and Raymond Burton, and Secretary Martino.

OTHERS: Luke Anneser and Harold Brown

11:00 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance.

Commissioner Burton introduced Luke Anneser, a student at Profile School and his 139th intern for his Councilor position in Concord. He said that Luke has already organized a series of events for him including the upcoming airport tour. Luke will be a junior at Profile this year and is the first High School student to hold this position. They toured the complex prior to coming to the meeting.

Commissioner Cryans asked Luke to tell the Board a little bit about his experiences so far. Luke said that he originally visited in Concord and the Governor & Council meeting and found it very interesting which prompted him to apply for the internship. He said he has met a number of people including Presidential candidates and has enjoyed this opportunity.

Information Technology Manager Brent Ruggles arrived with his report *(see attached), and went over the items.

Commissioner Burton asked ITM Ruggles about unused equipment on the property and what the plans might be for those items. ITM Ruggles said there are a lot of older computers at the Nursing which need to have their hard drives cleaned out because of HIPAA regulations. He said the process is time consuming and it may be less costly just to replace the hard drives. Commissioner Cryans offered the suggestion of a place in Windsor VT that would take old PC's for a fee and rework them to give to non-profits. ITM Ruggles said he was also working with Supt. Oakes to recycle.

Corrections Superintendent Glenn Libby arrived.

Commissioner Cryans asked if some of the computers could be used at the new Jail and ITM Ruggles said he has been in communication with Supt. Libby regarding that prospect.

Commissioner Cryans asked how the Jail stands from the perspective of IT and ITM Ruggles said he thought they were in good shape.

Supt. Libby gave the Commissioners his report *(see attached) There are 102 inmates in-house, 18 in Drug Court with 2 in custody and 2 scheduled to come in, and 7 inmates on electronic monitoring.

There was a discussion about a push by the State to have a video arraignment plan in order, in the hopes of reducing costs of Court transports which would be beneficial all around.

A Corrections Academy will take place in October and will be held at the County.

Supt. Libby thanked the Commissioners for their support in the continuation of donations from the Grafton County Farm to the NH Food Bank and other non-profit agencies.

A GED graduation is being planned for the month of September when there may be as many as 12 graduates.

Supt. Libby addressed a question that was posed by Commissioner Burton via Leslie Ramsey, Haverhill's welfare administrator, that the Jail does not as a general rule give courtesy rides to inmates who are getting out, but the Supt. said that in extreme weather if an inmate is not properly dressed or perhaps there is a medical issue, rides can be given.

Supt. Libby gave an overview of what the Academy for certification was and how it works. Commissioner Burton said he would like to see time spent in the Academy translate into academic credits.

Supt. Libby gave an overview of Operation Impact, which is a program intended to reduce the amount of bad choices that are made by high risk children.

H. Brown was recognized and stated that the County is losing money when they only charge \$40 a day to house a female inmate. He also made the statement that video arraignment is illegal and that the County is not protecting the rights of the citizens of Grafton County if they allow it because a person has the right to face to face their accuser.

Commissioner Ahern said that inmates have the right to legal council and if there was an issue regarding video arraignment then council would advise the inmate in that matter.

Communications Director Tom Andross arrived with a request that the Commissioners approve his application for an Interoperable Emergency Communication Grant Program (IECGP) which is through the State's Dept. of Safety and is designed for training and drills. Through this program the Dispatch Center will create a continuity of operations plan for the Sheriff's Dept. Total grant is approximately \$21,500.

There was some discussion about the grant. Commissioner Ahern said he could not vote on this grant since he had not had a chance to read it in advance of today and did not feel comfortable. Both Commissioner Cryans and Burton said they had been through these

grants before with the Sheriff's Dept. and were comfortable approving the request. Commissioner Cryans said he would give Commissioner Ahern a chance to review the grant and hopefully he would have that done by the time the meeting ended so they could move on it.

Human Resource Director Mike Simpson arrived to request the signature of the Commissioners on the ratified memorandum of agreement between the County and the Union for their employee benefits. R. Clough was supposed to attend but was unable as were any other Union representative. HRD Simpson said he would acquire their signatures at a later time and gave the Commissioners an overview of the contract agreement.

Commissioner Ahern moved to accept the MOA between the Union and Grafton County which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the MOA.

Commissioner Cryans asked if everyone had a chance to read the minutes. Commissioner Ahern made an edit.

Commissioner Burton moved to approve the minutes as amended which was seconded by Commissioner Ahern. All were in favor.

The Commissioners signed the check registers.

COMMISSIONER ISSUES:

Commissioner Burton said that he attended an open house at Bonnie Brae Deer Farm.

Commissioner Burton drove his 1959 Cadillac in a special event in Barton Vermont where there were a total of 298 Cadillacs, which made the Guinness Book of World records for the most Cadillacs in a procession. This was an historical event in honor of Henry Leland who started Cadillac in 1903.

Commissioner Burton asked Luke Anneser if he had any comments and Luke thanked everyone for allowing him to attend the meeting. The Commissioners wished him luck in school and in his future.

Commissioner Ahern said that he spent a day at the Cornish Fair in Cornish, NH, participating in the woodsman field day. He stated that he supports the wood products industry and promotes keeping woodlands open.

Commissioner Ahern said there is a bill in the legislature to merge the Dept. of Agriculture in NH with another Department agency and he opposes that and would like the Grafton County Board of Commissioners to support the Dept. of Agriculture as a

separate entity in the State.

Both Commissioner Cryans and Commissioner Burton agreed strongly with that and spoke highly of all the things that the Dept. of Agriculture has done and meant to the State.

Commissioner Cryans moved to support maintaining the Dept. of Agriculture as a separate entity in the State of New Hampshire which was seconded by Commissioner Ahern. All were in favor.

Commissioner Burton thought the motion should be communicated to Commissioner Merrill and that the bill should be lobbied against by the Grafton County's NHACo representative.

Commissioner Burton will be visiting farms in Carroll County and highly supported the Dept. of Agriculture.

Commissioner Cryans said that in the recent publication of Money Magazine, Hanover was listed in the top 10 towns to live in America, coming in at number six. He said that Grafton County on occasion has been in the top five counties in the country.

The Commissioners will be meeting with NH Agricultural Commissioner Lorraine Merrill and NH Correction Commissioner William Wrenn after the meeting today and they will be starting out at the Farmstand.

Commissioner Ahern moved to approve the grant application request from Director Andross for the IECGP grant which was seconded by Commissioner Burton. All were in favor.

12:50 PM being no further business the meeting was adjourned.

Raymond S. Burton, Clerk

Grafton County Department of Information Technology
Monthly Summary Report
Tuesday - 08/23/11

AO – Attorneys Office

- ⤴ Replace UPS Battery Backup in AO TELCO Closet.
- ⤴ Replace PDF reader software on the GC AG's laptop.
- ⤴ Reinstall Sharpdesk software on one of the Attorney's laptop.
- ⤴ Upload JD Database to new Software vendor to new software vendor Karpel.

CE – Cooperative Extension

- ⤴ Voice Mail System Time and Date off needed to reset.

CO – Commissioners Office\Human Resources\Human Services\Conservation District\Treasurer

- ⤴ Assist John Tumosa installing new AC power feed run to the server room for new equipment.
- ⤴ Hard drive failure on HR receptionist's PC. Replace new drive, reinstalled OS and applications and configure.
- ⤴ Install additional wire covering strips for the Executive Directors Office.

DC – Department of Corrections\Drug Court\Community Corrections\Transition Team

- ⤴ White House - Brother printer with paper Jam. Cable on color printer pinched and loose at connection.
- ⤴ Virus removal Front Office Admin Station.
- ⤴ Setup 8 email accounts for new CO s and a RN at the DC.
- ⤴ Auralie having issues with her system. Found that her browser setting had been changed by unknown user. Performed system maintenance, Application updates. malware scan.
- ⤴ Drop off switch for install of Kiosk for Prisoners meet with vendor.
- ⤴ Configure Transation Team Laptop for Medical Department to replace failing desktop.

IT – Department of Information Technology

- ⤴ Setup and configuration of new Windows 2008 server to be used as emergency backup server.
- ⤴ Update AV software on all IT Servers
- ⤴ IT Manager has been working with Carousel Industries and Interstate Electric on Network Consolidation project, most equipment has arrived, planning to install new Fiber Optic Campus backbone cable next week. Meeting wiht Network Engineer end of this week for switch and security configuration. Planning to have project completed by end of September.
- ⤴ Performance Audit Meeting with Melanson and Heath.
- ⤴ On site meeting with Carousel Industries Project Manager, campus tour and check in of received equipment.
- ⤴ Looking into waterless Fire Suppressant system for Network Operations Center.
- ⤴ Meeting with Exec Director, HS Manager, Exec Secretary and Deeds on possible alternate location of the Goodwill Industries Employment Computer lab.

MT – Maintenance

- ⤴ Setup New Laptop for Maintenance Manager, scheduled to replace existing desktop system and do training tomorrow.
- ⤴ Setup computer account for new staff Electrician, training and orientation.

RD – Registrar of Deeds

- ⤴ Update Link to NHDEEDS Site on Grafton County WEB Site

NH – Nursing Home

- ⤴ Replaced TouchScreen Module in 5 PDA's.
- ⤴ Add additional user to HID Dictation Hand.
- ⤴ Exported Medical records for HID from cannonware. zipped files, placed on flash drive, encrypted file to meet HIPPA compliance, burnt to DVD.
- ⤴ Staff Coordinator having issue with word processing apps. corrected apps and path to documents. Ran test on opening and printing documents.
- ⤴ Measured for patch cord needs for new network cabling as part of the network consolidation project.
- ⤴ Training on the difference between file types and how to create save file, folders. Darlene had a document created by someone else that was corrupt.
- ⤴ Printer on profile Jammed. Cleared Jam, cleared queue. Tested from Workstations. Working Fine.
- ⤴ Test and corrected setting for SKYPE for NH Administrator. Setting for microphone was not set correctly or had been changed. Tested camera and microphone both working fine.
- ⤴ Meet with Tammy to discuss archived medical records she needs to send out
- ⤴ NH Administrator having a issue with PDF s on government sites. changed default PDF software.
- ⤴ Hand Held used by the MD s replaced. Hand Held Needed MD s profile loaded
- ⤴ PDA s On Maple not connecting. Believe AP dropped connection for a short time. AP working OK when on the floor. Corrected connection issue. All PDA s now working fine.
- ⤴ Setup NH laptop for Activities (Hailey) to do a presentation on how Activities functions.
- ⤴ Meadow system locked when user was in AHT. reviewed logs updated .net with patch for 3.5. Rebooted system.
- ⤴ Users switched keyboards on their own. When re-connecting user bent the pins on the PS/2 keyboard connector damaging the pins. Pins corrected keyboard re-connected and functional. Asked users to please call IT for any needs.
- ⤴ Setup for Webinar in the sunroom for Staff training.
- ⤴ AHT update installed that was needed for changes in medicare billing.
- ⤴ PDA not showing patient care "white" notes. Contacted AHT to have MDS work with Tech and Clinician to work through issue. Issue caused by software “bug” in AHT update. Issue resolved by AHT issuing a update.
- ⤴ Email training For additional MDS staff after setting up accounts.
- ⤴ Meet with Staff development Coordinator on PDA training. Basics gone over with new hire LNA s .

SO – Sheriff's Office\Dispatch

- ⤴ Resolve loss of gateway issues on Console 3.
- ⤴ Setup, install and configure 2 new Small Form Factor PC's for the Emergency Dispatch Trailer.
- ⤴ Kaspersky Admin Console not connecting to the clients service restarted on the server.
- ⤴ Relocate Leutenant's PC system to former Captain's office.
- ⤴ Installed Radio software on the Sheriff's PC to allow him to configure new handheld digital radios.
- ⤴ Update Network Interface software on all Consoles.
- ⤴ IMC Switch dropped connection to SPOTS. Found that IMC connection to the state failed.

Service restarted .

- ✦ Internet connection dropping intermittently for dispatch systems. Consulted with AV software vendor and made suggested adjustments. Issue appears to be resolved.

Yours in Service,

Brent Ruggles
IT Manager

August 23, 2011

Commissioners Report

1. Population:	In-house: 102	Maximum: 23
		Medium 24
		Minimum north: 12
		Minimum south: 10
		WHOC: 22
		Max/Handicap: 02
		Lockblock/Seg: 09
Weekenders: 5	Out of facility: 36	

2. Community Corrections Report

- a) Drug Court – supervising (18) *2 in custody *2 more pleading in soon
- b) Electronic Monitoring – supervising (7)
- c) Daily Work Release – supervising (0)
- d) Operation Impact – Sgt. Larson is on vacation
- e) Community Work Program – Pemi-bridge House - Plymouth

3. General

- a) New facility
 - 1) Jail transition – update
 - 2) RFP release 8/29/11
 - 3) State Video hearings plan – goal to significantly reduce Court transports
- b) Staffing – update
 - 1) Hired ten (10) new part time officers
 - 2) Orientation training starts 9/5 – runs through end of the month
 - 3) Academy tentatively scheduled to start 10/10/11
- c) NH Food Bank – update
- d) GED Program - update

4. Commissioner Items

- a) Commissioner Ahern – none
- b) Commissioner Burton – Haverhill Town Welfare Board – f/u
- c) Commissioner Cryans – none
- d) Are there any Commissioner concerns? - input sought

Upcoming events: