

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday April 24, 2012

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

OTHERS: Harold Brown

Human Resource Director Mike Simpson arrived.

9:05 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance.

Employee Council Members, M. Deem, Donna Wallis and L. Langlois arrived to go over the information they received from members of the Council. M. Deem said that a survey was sent out to employees with the offer of a 1.5% COLA from the Commissioners. 61 replies were received and 46 were opposed to the amount and 16 were in favor. M. Deem said the employees felt that a 2% COLA would be more equitable. He said that employees have been seeing a downward trend in their pay for a while now.

Commissioner Burton said that speaking for himself, he would just as soon see a 2% COLA. Commissioner Ahern said he was looking at this from a County wide perspective and said unemployment is going up, tax delinquencies are more frequent and people are going bankrupt. He said right now he is concerned about the increase in the budget and is looking at things from a taxpayer point of view.

D. Wallis said that it is important to maintain the structure you have in place or it's going to break down.

The Commissioners wanted to discuss this in a non-public session.

*9:15 AM - Commissioner Ahern then moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). Commissioner Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Ahern "yes"; Commissioner Burton "yes" Commissioner Cryans "yes"; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*9:52 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Ahern moved to seal the minutes from the non-public session which was seconded by Commissioner Burton. All were in favor.

Commissioner Cryans said that the COLA would be increased to 1.875%. M. Deem said that the Commissioners have met them half way to the original amount requested and they appreciate that and thanked the Board for listening to their requests.

Information Technology Manager Brent Ruggles arrived with his report *(see attached). He said the Department is focusing primarily on the new Jail. Commissioner Cryans asked if things will be ready for the opening and ITM Ruggles said there has been a couple of things that have cropped up as problems but everything should be fine.

Commissioner Burton said the IT Dept. has accomplished a lot in the time that ITM Ruggles has been on board and that speaks highly of a two person Dept.

ITM Ruggles said he would like to give a presentation of everything that's been done sometime after the Jail is up and running. Commissioner Ahern said he would like to see that.

Commissioner Cryans asked if everyone had read the minutes from the April 12th budget meeting and had any edits.

Commissioner Ahern said he would like to see budget amounts added to the Departments so the public could see the figure that was being voted on. It was noted that those figures had changed and would not be the exact figure. He said he just wanted a "ballpark" amount for people to see.

Commissioner Burton moved to approve the minutes of April 12, 2012 as amended, which was seconded by Commissioner Ahern. All were in favor.

Commissioner Cryans asked if everyone had read the minutes from April 17th meeting and had any edits. Commissioner Ahern made a couple of edits.

Commissioner Burton moved to approve the minutes of April 17, 2012 as amended which was seconded by Commissioner Ahern. All were in favor.

Commissioner Cryans asked if everyone had read the minutes from April 20th budget meeting and had any edits. Commissioner Ahern made a couple of edits.

Commissioner Burton moved to approve the minutes of April 20, 2012 as amended which was seconded by Commissioner Ahern. All were in favor.

Corrections Superintendent Glenn Libby and Corrections Officer Steve Whitney arrived to present a special request to the Board. Supt. Libby said that CO Whitney has given his notice to retire after 23 years of duty with Corrections and said that he thanked him for the work he had done with Operation Impact. He said CO Whitney would be retiring with less than the proper amount of years needed to receive County paid health insurance and asked that the County pick up his two person health insurance until he can receive his disability retirement approved by the NH Retirement System.

CO Whitney spoke on his own behalf and said that due to health issues he can not continue to work at the Jail, particularly the new Facility, and feels it would be in everyone's best interest that he retire. He thanked the Board for all they had done for him in the past and said that if he could continue, he would.

Commissioner Burton thanked CO Whitney and said he had provided a lot to both the County through Operation Impact and in the community as well, as a long time resident of the area.

There was a discussion as to whether or not this could be done, had been done in the past and

what the ramifications of doing it would be.

Commissioner Burton said he would like to have some more concrete details of what exactly was being proposed but in his opinion, he would like to find a way to help CO Whitney.

The matter was tabled until more information could be gleaned.

The Board thanked CO Whitney for his years of service.

Supt. Libby reviewed his report to the Commissioners *(see attached) There are 95 inmates in-house, 16 in Drug Court and 6 out on electronic monitoring.

Supt. Libby and the Dept. of Corrections received a framed presentation from the NH Food Bank in recognition of donating over 24,000 servings of produce in 2011.

There was a discussion about the festivities that would be taking place for the opening of the new Jail. Supt. Libby said he wanted to make it very clear that the events that are taking place for staff and their families have been paid for completely out of pocket and that no taxpayer money would be spent on that day. The public event is on the 6th of May beginning at 1:00 PM.

Alison Farina from the County Attorney's Office arrived to go over some information with the Commissioners regarding the renovation of the office. Director Clough said the renovation was already approved so there was really no need to go over the proposal.

Director Clough informed the Commissioners that GCEDC will be the sub-recipient of the MicroEnterprise grant in the amount of \$92,750 in which the County is the applicant. Commissioners Burton and Cryans signed the paperwork for the grant.

BUDGET FINALIZATION

Commissioner Cryans said that as a result of the request from the Employee Council, the proposed COLA will be changed from 1.5% to 1.875%. In order to reach that amount there will be a 3% overall decrease in the amount to the Social Service agencies and there will be \$15K taken from Drug Court, to be determined by Coordinator B. Gasser as to which line that will come from. There will be another \$45K taken out of the budget to be determined by Departments. The bottom line should not be affected because the pay increase will come from the cited reductions.

The final budget figures are as follows:

\$37,595,657 with \$21,109,094 to be raised by taxes.

Commissioner Burton moved to approve the Grafton County Commissioners budget in the amount of \$37,595,657 which was seconded by Commissioner Ahern.

DISCUSSION:

Commissioner Burton said that after working with Dept. Heads and looking at various figures they have come to a final figure.

Commissioner Ahern said he feels there are further significant reductions that could be made in the budget that will not adversely affect it.

Commissioner Cryans said he is very pleased with the budget. He said he is particularly pleased with how hard everyone has worked to keep the Jail cost down. He said that 70% of the increase in the budget is the operation of the Jail and the bond. He said this is a good budget and he looks forward to presenting it.

When the vote was taken, Commissioners Cryans and Burton were in favor and Commissioner Ahern was opposed.

COMMISSIONER ISSUES:

Commissioner Ahern said that the town of Wentworth has invited him to their Selectboard meeting this evening. This comes at their suggestion because Wentworth may soon be in his district due to redistricting, but it is no way meant to tread on Commissioner Burton's current district. Commissioner Burton will pick up other towns.

Commissioner Ahern will be attending a meeting of a teen mental health program at the Genesis office in Plymouth.

Commissioner Ahern will be touring the County forest with Dave Falkenham on the 30th of April and will be attending the Holderness Selectboard meeting that evening.

Commissioner Cryans thanked Commissioner Burton as coordinator of County Government Day at Primex.

All three Commissioners attended the GCEDC annual meeting at Loon Mountain in Lincoln.

11:33 AM The meeting was adjourned

Raymond S. Burton, Clerk

Grafton County Department of Information Technology
Monthly Summary Report
4/24/12

AO – Attorneys Office

- ▲ User's experiencing issues with Outlook Email program not working, call and work with vendor's to resolve issue.
- ▲ Install 4 new PC computers
- ▲ User thought DC\DVD burner was not working. Tested working fine user had bad CDR disk.
- ▲ Set routing for user to scan folder
- ▲ Corrected password for user on server for proper file access.

CC - Community Corrections

- ▲ Fix network drive mappings on workstation
- ▲ Write Letter of Documentation to Vermont State Colleges for Officer NCREMO to gain class credits for her knowledge of Microcomputer Applications.

CE – Cooperative Extension

- ▲ The IT Manager would like to thank County Office Administrator Deb Mayes for donating an desk and chair to the IT Department. Thank You Deb!

CO – Commissioners Office

- ▲ Installed and configured Time-Clock plus software on server.
- ▲ Setup SQL Database for Time Clock system
- ▲ Installed and configured 6 new Time-clocks for network connectivity across the campus, tested and all working.
- ▲ Load additional Time Clock Management Modules for payroll software on Payroll Clerks PC system.
- ▲ Service Laser Printer for Susan Cunningham
- ▲ Replace faulty battery and power supply on Executive Directors Laptop

HR – Human Resources

- ▲ User having issue with scanner and scan software working with vendor to resolve issue.

HS – Human Services

- ▲ The IT Manager would like to give a sincere thank you to the HS Director, Nancy Bishop, to allow us some storage space in one of her rooms as we are running out of room for inbound equipment. Thank You Nancy!

DoC – Department of Corrections

- ▲ Service printer in old Jail. Replaced toner and drum neither fixed issue. Print pulled temp printer put in its place from IT office
- ▲ Setup for DC - Campus TC plus
- ▲ Meet with DC staff about creating Video for New Jail Open House
- ▲ Swap Out Temp printer in the back-office area. Installed new printer.
- ▲ Training. Went over new account with user. Moved user only documents to users Secure folder.
- ▲ Corrected issue for HVAC vendor to access the control system.

- ▲ Setup and tested 2 new staff members email accounts.
- ▲ Set up configuration for 13 new laptops and 26 new PC systems for the new Jail
- ▲ Assisted Sargent Marshall with Deploying PC Image to new Laptops and PC's., more work to complete in this area.
- ▲ Joined and configured new Laptops and PC Systems into new Domain
- ▲ Order 4 new LCD projectors for new Jail.
- ▲ Setup and assist with VOIP Phone System Training for DoC Staff
- ▲ Work with Sargent Marshall on configuration and deployment of new Phone System sets for New Jail
- ▲ Install Print Drivers for new DoC's multifunction Copiers on new Network to allow easy installation of printers
- ▲ Work with HVAC vendor on adding network devices to new Domain.
- ▲ Order additional work from FairPoint for new Jail.
- ▲ Working thru many IT related punch list items at this time.

DC- Drug Court

- ▲ Train and assist JSTONE on resizing and utilizing zip compression to email pictures for Drug Court program.

IT – Department of Information Technology

- ▲ Campus IT Budget Presentation
- ▲ Continue Work on Campus Domain Consolidation project.
- ▲ Successfully migrated SO and NH domains objects into new Campus Domain.
- ▲ Test migration of workstations at Nursing Home.
- ▲ Several meetings with Time Clock Plus Tech Staff and assist Payroll Clerk with server configuration of Time Clock plus software.
- ▲ IT Department is currently backed up due to many projects, we appreciate all staffs patience as we have had to delay action on some projects due to priority's

MT – Maintenance

- ▲ Order new laser printer for New Jail Maintenance system and the Captains Office.

RD – Registrar of Deeds

- ▲ Assist technician from Connor and Connor to provide connectivity for new Deeds Software assist in install of new software and hardware.

NH – Nursing Home

- ▲ Provide service for PDA s through out the Month
- ▲ Install and configure new printer in Health Information Transcription office
- ▲ System not able to see the printers. System had been joined to CO domain. Dis-joined system from CO domain. Joined back to NH domain.
- ▲ Get the laptop for Harvest. Provide training on on how to do Webinar
- ▲ Help In Service Director setup and train on how to do Webinar
- ▲ Create profile for user to use on domain to Correct software issue.
- ▲ Return system to user after repairing connectivity issues, poor performance

- ▲ Clear Jam in printer required dis-assembly of the printer
- ▲ Assist resident's with their laptops to gain access to Public Internet WIFI.
- ▲ Install printer for HID manager
- ▲ Update of billing software connection
- ▲ Setup In-service director with support account to access AHT website
- ▲ Setup up IPHONE to connect to Kerio Email for NH user
- ▲ AHT not running properly on users system. Corrected DNS setting now working properly update
- ▲ Fix issues with users having trouble logging on.
- ▲ Corrected printing issues caused by AHT update
- ▲ Install AHT updates cmu update and full server version update. Some users having issues getting into new module. Continue working with Vendor on issue.
- ▲ Upload encrypted copy of Database to AHT for remediation on above.
- ▲ Spent an inordinate amount of time fixing workstation problems from recent updates from American Health Tech. Email sent to vendor to request improvement.

SO – Sheriff's Office\Dispatch

- ▲ User locked out due to failed logons. Reset account and password for user
- ▲ Correct IE settings to display map from code red.
- ▲ Correct windows updates to work properly on 911 consoles.

April 24, 2012

Commissioners Report

1. **Steve Whitney – recognition of retirement after 23 years of full time service**

a) **Special request**

2. Population:	In-house: 95	Maximum:	11
		Medium	28
		Minimum north:	12
		Minimum south:	11
		WHOC:	14
		Max/Handicap:	01
		Lockblock/Seg:	18

Weekenders: 0 Out of facility: 30

3. **Community Corrections Report**

a) **Drug Court – supervising (16) * 0 in custody**

b) **Electronic Monitoring – supervising (6)**

c) **Daily Work Release – supervising (0)**

d) **Operation Impact – Sgt Larson doing 20+ presentations in Enfield/Canaan, Woodsville, Hanover, Bethlehem, Orford this week**

e) **Community Work Program – Sgt. Webster in Bristol – annual cleaning of the Town beaches**

4. **General**

a) **NH Food Bank presentation in recognition of having donated over 24,000 servings of produce in 2011**

b) **Transition/Training – update**

c) **Inmate Telephone system - update**

5. **Commissioner Items**

a) **Commissioner Ahern – none**

b) **Commissioner Burton – none**

c) **Commissioner Cryans – none**

d) **Are there any Commissioner concerns? - input sought**

Upcoming events:

Staff Family Day – Official Flag raising – Saturday May 5, 2012 @ 3pm

Grand Opening/Public Tours – Sunday May 6, 2012 1-5pm