

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday May 22, 2012

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

9:10 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance.

Information Technology Manager Brent Ruggles arrived with his report *(see attached) Commissioner Burton asked how things are going with Fairpoint and ITM Ruggles said that they are going well and that Fairpoint has appointed a representative from Bath who is supposed to meet with him tomorrow. ITM Ruggles thanked Commissioner Burton for his help in this matter.

In regard to the amount of time spent with the County Attorney's Office, Commissioner Ahern asked if ITM Ruggles had spoken to the County Attorney about the issues that he is having. ITM Ruggles said he said that he has not been able to get in touch with her. He stated that there needs to be some changes there and training and understanding of that training has to be done so that they can operate the equipment on their own. He said the CA's Office is using a lot of support services from the IT Dept which is cutting into their ability to support other Departments.

Commissioner Cryans said there needs to be a balance and an understanding regarding time and availability and that perhaps the new part time IT person will provide some help in that area.

Commissioner Cryans asked if everyone had read the minutes and had any edits or changes. None were noted.

Commissioner Ahern moved to approve the minutes from May 15, 2012 which was seconded by Commissioner Burton. All were in favor.

Director Clough suggested that the meeting next Tuesday could be cancelled as it is the fifth Tuesday of the month and there are no Department Heads scheduled. The Commissioners were in agreement with that.

Director Clough updated the Commissioners on the NACo prescription drug card for the month of April. There was a savings of \$6,733 or 28.5%. There were 180 users.

COMMISSIONER ISSUES:

Commissioner Burton said there were a number of people who attended the public hearing on the budget who expressed concern for funding of the North Country Transit in the amount of \$15K. Commissioner Burton said he intends on writing a letter to the Executive Committee recommending they fund the program. He said that at the meeting he was informed that the decrease in ridership was due to two busses being down, but that has been remedied.

All three Commissioners attended the UNH Advisory Meeting last evening which provided a lot of good information.

Commissioner Burton said that the Caledonian Record printed Rep. Bulis's request that the County provide a 0% budget but that he didn't hear any direction or motion from the committee to do that. He said that the County presented a good budget and he didn't feel that the County should take any action and that the budget is in their hands now.

Commissioner Ahern stated that there is a Senior Service bus ridership in the Littleton area which the County funds and feels that to support Tri County Cap's bus would be a duplication of services. He said Tri County also receives money for services in other areas. He noted that the NC Transit had only received \$8K in the past and now they are requesting \$15K.

Commissioner Burton said he would check on the duplication of services.

Commissioner Ahern said there seemed to be a lot of tension at the Executive Committee meeting yesterday but it is part of the governmental system. He said there was some discussion about the performance audit and thought that perhaps Commissioner Cryans should reach out to Chairman Bulis. He said that he still felt there could be some reductions in the requests in the budget as he expressed during the process.

Commissioner Cryans said that part of the tension from yesterday's meeting about the performance audit was about getting together and said he didn't recall even being asked to do that. Director Clough said the performance audit had been discussed with the Executive Committee on two separate occasions and printed information was provided to them as well. Commissioner Cryans said the implication was that the Board didn't follow through with meetings that were requested and he felt that was an affront. He continued to say that there is a process and feels the Commissioners have done their part. He did not feel that Director Clough should be preparing a new budget and that request is not fair to her. He said the budget has been presented. Director Clough said to bring the budget down to a 0% increase would require cutting out \$2.6M and that was not feasible.

Commissioner Cryans said that the money that comes from the taxpayer to the County is one of the lowest of all the small Counties in the state. He said he feels this is a responsible budget and he is proud of it, particularly while bringing on the new Jail.

Commissioner Burton said that he doesn't hear any disparaging comments from the towns that he covers and if the selectman were troubled they would not be shy about saying so.

Commissioner Burton said that Director Clough works under contract of the Board of Commissioners and if anyone wanted something done they should be requesting that from the Board first.

Correction Superintendent Glenn Libby arrived with his report *(see attached). There are 119 inmates in-house, 16 in Drug Court and 6 on electronic monitoring.

Supt. Libby thanked the Board of Commissioners and Director Clough for the help with the festivities for the Jail opening and for their presence at the event.

Supt. Libby requested the Commissioners approve a certificate of vote for the Governor & Commission grant in the amount of \$69,411. Two resolutions were read by Director Clough

which would take effect today, May 22, 2012 if approved.

Commissioner Ahern moved to accept the resolutions in order to accept the grant money which was seconded by Commissioner Burton. All were in favor.

Commissioner Burton, as Clerk, signed the certificate of vote.

Supt. Libby said that he needed to inform the Board that he did not play any part in the hiring, or not hiring of any of the applicants for Herdsman for the Farm. He said his only request to FM Kimball was that the hiring polices of Grafton County be followed. He said he had made no other comments.

Commissioner Ahern, who had been attending the Farm Advisory meetings and has been a part of the Herdsman hiring process said that he requested that FM Kimball keep Supt. Libby in the loop because Supt. Libby is FM Kimball's supervisor. Supt. Libby said he has never been told by the Board that he is FM Kimball's supervisor and that he would prefer not to be. He said he would ask that that be looked at. Commissioner Ahern said that in the job description for the Farm Manager it states that he reports to the Corrections Superintendent. Supt. Libby said that may be the only place that information is shown.

Commissioner Ahern 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.

Commissioner Cryans declared the meeting back in public session.

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

Commissioner Burton asked about inmate labor and Supt. Libby said the focus right now is on the Farm's gardens.

There was a discussion about some of the procedures at the new Jail. Commissioner Cryans asked when they planned to move in. Supt. Libby said that he is still waiting on the certificate of occupancy and will hope to get a timeline soon. He said there is still a lot of cross training that needs to be done but he believes it will be before the new fiscal year.

Human Resource Director Mike Simpson and UNHCE Office Manager Deb Maes arrived.

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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.

Commissioner Cryans declared the meeting back in public session.

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

Commissioner Ahern moved to concur with the proposed actions by D. Maes and HRD Simpson which was seconded by Commissioner Burton.

DISCUSSION:

Commissioner Ahern said that he didn't feel that the County should be separating anyone in this economy and stated the importance of work in 4H. He said he feels there is money in the budget to keep this from happening.

Commissioner Burton said Commissioner Ahern could write a letter to the Executive Committee if he chooses to make a suggestion. Commissioner Cryans said if Commissioner Ahern writes the letter than he would join him in that. Commissioner Ahern said that Commissioner Cryans wouldn't like where he would suggest the money come from in the budget. Commissioner Cryans said he didn't have to suggest where it came from but rather it be added. He said if Commissioner Ahern were to suggest it come from another area then he would not go along with that.

D. Maes said they can survive with just two people in the office.

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

HRD Simpson had provided the Board with responses to some of the questions they had about the County signing on with Great West as an investment company for employees. He said that there is no liability for the County and no cost.

The Commissioners then signed the paperwork adopting Great West as a vendor.

Director Clough said that if she understood what the Board was saying earlier about the expectations of changing the budget, then she was not being asked to do anything. She wanted to make sure that she had the support of the Commissioners should the Executive Committee Chairman ask her why nothing was done. She expressed frustration in thinking that the Delegation could come back and ask for a zeroed out budget and felt it did need to be thought out should that happen.

Commissioner Ahern said that if the Board is not going to ask Director Clough to change the budget then the Chairman should be told that. Commissioner Cryans said he has no problem with that and will stop in to speak with Chairman Bulis this afternoon.

There was further discussion about the budget as a whole and Commissioner Cryans said that is near impossible to find large amounts of money like that.

Commissioner Ahern said the Board should make a good faith effort and come up with some reductions.

Commissioner Burton said that if there was an issue in the Littleton area, no one showed up at the public hearing to express that. He said that Brien Ward had complimented him and Commissioner Cryans when he heard of the minimal increase, particularly with the Jail coming on line.

Commissioner Cryans said he intends to stand behind the 8.75% increase because it is a good budget.

Commissioner Ahern stated that he was told at the Warren Selectboard meeting that they appreciated the help of the Sheriff's Dept.

11:35 AM With no further business the meeting was adjourned.

Raymond S. Burton, Clerk

Grafton County Department of Information Technology
Monthly Summary Report May 22nd, 2012

AO – Attorneys Office

- Check users DVD\CD player user had an issue with it not reading a DVD. No issue was found.
- New laptop replacement for the CA
- Users having issue merging emails with vendors software after update.
- Work with users on video conversion, this job\function should be handled directly from AO staff and the IT Manager recommends that they hire someone with these skills and abilities for their new hires next year. The IT Manager would be glad to help write the technical job description for this new hire as well as help interview.
- Burn copies of media needed for a trial.
- Set permissions for CA to access folders from other laptop.
- Install label makers and software on new pc system's.
- User had issue seeing and getting to needed folders - remapped drive
- Changed default sharp-desk end point after employee left AO.
- Issue with Remote access for user.
- User had locked themselves out of account.
- User had mixed up power supplies for laptops. Sorted out packs and labeled them
- Setup new wireless printer and connectivity for courtroom use.
- Bring media cart to the courtroom. Test remote access and wireless printing.\
- Upload copy of JD Database to new software vendor Karpel.

CC - Community Corrections

- Move and transition the 4 members of Community Corrections to their new PC's and offices at the new DoC.
- Migrate user profiles to new workstations. Setup Printing.

CE – Cooperative Extension

- no calls

CO – Commissioners Office

- Time Clocks Plus software vendor, project is going over budget due to delays from vendor with fulfilling their software programming. The IT Manager is very unhappy with the performance of Data Management Inc.\ Time Clocks Plus as they have not returned many of my calls. There staff have been extremely slow to get back to use on getting the Time Shift Differential module. There have been many unneeded delays and switching us back and forth amongst many staff. The original contract was signed on 2-23-12, the time clocks and server software were installed right away by the IT department. The IT Manager feels that Data Management Inc. should provide us with monies to offset our having to continue to pay a bi monthly charge to ADP and has requested that via email to the Sales Manager at Time Clocks Plus about 3 weeks ago. The situation is still unresolved and we still do not have our time shift differential piece.

DC – Drug Court

- Train staff in how to take pictures at lower megapixels to allow attachments to pass thru email server.
- Train staff on how to reduce size of existing pictures using Irfanview.

DoC – Department of Corrections

- Setup and install 4 new Ceiling Mount Projectors.
- Installed AV software for all 36 new facilities systems.
- HVAC vendor had issue connecting to control system, resolve.
- Setup of user Email user account(s) for new CO s.
- Setup of new user Windows Accounts (49) at new jail.
- Remap of drives for user to access needed files.
- Finish resolving Punch List Items on new phone system.
- Toner replacement for User(s).
- Transfer profile setting's for Community Corrections users to 4 new computers.
- Put Server Mounting rails in place for inmate management system.
- Train staff on how to attach pictures to webmail.
- Train staff in use of spreadsheets, setting page break preview.

HR - Human Resources

- Worked with vendor on Laserfiche software on a continued issue resolving issue when user is scanning in documents. This issue has been going on for 6 months.

IT – Department of Information Technology

- Continued work on consolidation project. Have not had enough time to work on all IT projects and have had to put this on the back burner due to new many other campus IT Projects.
- Starting to tie out RFP's 11-09, 11-11 and 11-12.

MT – Maintenance

- User desktop icons missing, work thru issue and install MS Patch to resolve issue,

RD – Registrar of Deeds

- No calls

NH – Nursing Home

- PDA s through out the Month
- RN had issue with system not responding cleared error went through system and did updates.
- Installed six new systems
- AHT updates x2
- Meeting with Activities Staff on Laptop , WIFI access on campus.
- Printer toner replacement, jams other issues throughout the month.
- User with issue accessing new module in AHT conflict with Medicaid software.
- MDS user having issue printing report from submission application.
- Test Migration of NH systems.
- Setup individual accounts for HID for scanning software.
- Removal of old computers from offices.

- Swap out of printer for bookkeeper - old printer did not have need ports for new system.
- Checked Admin staffs phone for compatibility with county email the phone was not.
- Install OO for FV Dietary Administrator
- Return laptop to user after laptop configuration for School Presentations.
- locate misplaced file for user. Import file back into software.
- Setup NH staff that had transferred to Activities as a Domain user , Email.
- Test move of Activities users to new Domain.

SO – Sheriff's Office\Dispatch

- User had filled windows log. cleared log. change setting to prevent issue int he future.
- Updates system cleanup on laptops needed for training.
- Resolve issues with Public WIFI.
- Dispatchers had issue with Code Red software map.
- User had issue with “SPOTS” software. Site was temporally offline.
- Maintenance, Updates and cleanup of Deputies PC systems.
- Configuration for two new replacement PC systems, one for the EOC and one for the Dispatch Supervisor.

May 22, 2012

Commissioners Report

1. Population:	In-house: 119	Maximum:	26
		Medium:	36
		Minimum north:	14
		Minimum south:	10
		WHOC:	18
		Max/Handicap:	00
		Intake/Seg:	15

Weekenders: 0 Out of facility: 32

2. 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 – Danbury School, Seminary Hill School, Woodsville High School, and Lebanon Jr High
- e) Community Work Program – Sgt. Webster in Bristol – annual cleaning of the Town beaches/planting crops on site

3. General

- a) Grand Opening – recap/Thank you's
- b) Governor Commission Grant – Certificate of Vote - required
- c) Farm Advisory Committee issue - clarification

4. Commissioner Items

- a) Commissioner Ahern – none
- b) Commissioner Burton – Received e-mail regarding Mr. Malcolm
- c) Commissioner Cryans – none
- d) Are there any Commissioner concerns? - input sought

Upcoming events: