

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
September 17th, 2013

PRESENT: Commissioners Ray Burton, Mike Cryans and Martha Richards, Director Clough and Admin Assistant S. Norcross

Commissioner Cryans called the meeting to order at 9:08 AM and began with the Pledge of Allegiance.

Commissioner Cryans asked if everyone could remain standing for moment of silence in memory of Kevin Kennedy, a member of the Maintenance department who passed away Monday.

Commissioner Cryans asked if everyone had a chance to read the minutes. Commissioner Burton moved to approve the minutes. Commissioner Richards seconded the motion and all were in favor.

Director Clough presented the Commissioners the Professional Services Agreement from Hadfield Associates for CDBG administration which was awarded to them by bid for signature.

Director Clough presented the Commissioners with the sub recipient agreements for the Microenterprise CDBG with WREN, Hannah Grimes and Grafton County Economic Development Council to be signed by Commissioner Cryans.

Director Clough read an appreciation letter from Carroll County Superintendent Jason Johnson to the Commissioners in regards to Supt. Libby and his staff.

Director Clough presented the Commissioners with an out of state travel request for a Drug Court employee. Commissioner Richards moved to approve the out of state travel request. Commissioner Burton seconded the motion and all were in favor.

Director Clough reviewed the appropriation transfers from August with the Commissioners.

Commissioner Burton moved to approve the appropriation transfers. Commissioner Richards seconded the motion and all were in favor.

Director Clough presented an application for a credit card increase to the Commissioners. Commissioner Cryans and Commissioner Burton sign application.

Director Clough discusses the changes in the Department Head job descriptions with the Commissioners.

Commissioner Burton moved to approve the eight (8) department head job descriptions. Commissioner Richards seconded the motion and all were in favor.

HR Director Donna Cramer arrived and stated that she was there to answer any questions the Commissioners may have about the updated personnel policies.

Commissioners discussed the personnel policies with HR Director Donna Cramer.

Commissioner Burton moved to approve the personnel policies. Commissioner Richards seconded the motion and all were in favor.

Commissioner Burton stated that he visited the Orford Board of Selectmen. He stated that they appreciated that the Commissioners are recognizing senior citizens in the County. Commissioner Burton stated that they inquired about agricultural training.

Commissioner Burton stated that he attend the Coos County Commissioners meeting last week and that they will be calling down to buy potatoes.

Commissioner Cryans stated that he will be attending the October 15th opening of Plymouth Enterprise center.

Commissioner Cryans said that he will be attending the Thursday October 3rd Strategic Conversation of Legislative Priorities in the North Country hosted by Ray Burton and Senator Jeff Woodburn.

Commissioner Cryans stated that he attended a New Hampshire Alternative sentencing program put on at UNH. He stated that Atty. Saffo ran a booth for Veterans.

Commissioner Richards stated she has set up meetings with the Boards of Selectmen in ten (10) of her seventeen (17) towns over the next couple months.

Commissioner Richards stated that Tuesday and Wednesday tonight and tomorrow, Northern Pass is holding open houses in Campton and Ashland. She stated she will be attending both of them.

Commissioner Richards stated that Tuesday Sept. 24th the Department of Energy will be holding a scoping meeting at Plymouth State University from 5:00-8:00 regarding Northern Pass.

Christine Walker from the Upper Valley Lake Sunapee Regional Planning Commission arrived to meet with the Commissioners. She stated that she was visiting to update the Commissioners on what UVLSRPC has been doing lately.

C. Walker stated that they had spent the last year or so gathering information on a regional plan. They went out to about fourteen (14) community events and took information from people about what they value in the region.

She stated that they spent time in reviewing all 27 municipal master plans in the region.

Christine stated that they did a phone survey through UNH and had almost 3,000 participants state wide. They found that there was very little difference on statewide issues and that energy issues were of more interest to people.

She stated that there is a series of ten (10) meetings with all municipalities in the region.

Commissioner Richards requested minutes from the meeting in Canaan.

Christine presented and discussed a chart on the ten (10) year transportation improvement plan summary to the Commissioners.

Christine then discussed the statewide survey with the Commissioners.

Atty. Saffo arrived and gave the following report:

**Office of the Grafton County Attorney
Lara Saffo, County Attorney
September 17th, 2013
Report to the Commissioners**

(1) Statistics

We are once again seeing a jump in referrals. As noted earlier, the numbers may be slightly off as we transition from JD to Karpel software, but these are an accurate reflection.

In 2013, from January 1, 2013 through September 16, 2013, we opened 581 cases.

In 2012, from January 1, 2012 through September 16, 2012, we opened 522 cases

In 2011, from January 1, 2011 through September 16, 2011, we opened 543 cases

In 2010, from January 1, 2010 through September 16, 2010, we opened 389 cases

(2) Training

Hillsborough County recently developed a powerpoint on constitutional issues for law enforcement. They have shared it with Grafton County – I am so appreciative, as it has enabled us to immediately schedule training on this issue. We are currently planning two sessions in the Lebanon area, one in Canaan, one in Haverhill and one in Campton.

(3) Victim Witness Department

Carin Kniskern reached out to the Director of Victim Services at the National Organization for Victim Assistance for their recommendations on the appropriate staffing for victim witness departments. They confirmed that there is no specific data on an exact number of cases a victim witness coordinator should handle, but did direct us to the National Victim’s Assistance Standards Consortium publication “Standards for Victim Assistance Programs and Providers.” We are reviewing this information, and continue to collect information from the other counties.

(4) The Child Advocacy Center



The CHaD ½ marathon and 5K is Oct. 20th.

Current service delivery (Grafton County only)

County	Month	Number of Forensic Interviews
Grafton	August	<u>15</u> (11 MH – 7 CAPP)
	September to date	9

To confirm, MH means 11 of the children were referred for mental health counseling, 7 to the child abuse protection program. We are extremely fortunate to have this program in Grafton County.

The CAC has a busy training program. The CAC will be:

- (1) providing four Regional Forensic Interviewer Refresher trainings this fall
- (2) working with the FBI to bring in trainers to train Forensic Interviewer’s specifically on interview of child/teen on sex trafficking
- (3) partnering with AG’s Task Force to bring training on how trauma impacts child victims of sexual assault – this will be specifically for law enforcement and DCYF but will open it up to all team members.
- (4) working with CAC directors to launch school outreach program (training teachers and parents on CSA)

In addition, the CAC director will be meeting with Enfield Police Chief Crate and the president of the NH Chiefs of Police Association to find better ways to partner together for training and

funding possibilities. The CAC applied for a \$250,000 VOWA grant to support rural CAC's across the state. We hope to hear in October.

(5) Mental Health Court, Halls of Hope, ASSERT



Halls of Hope
Second Circuit Court, Lebanon Division



Alternative Sentencing Solutions for Education, Recovery and Treatment
Second Circuit Court, Littleton Division

The Plymouth Mental Health Court
Second Circuit Court, Plymouth Division

At our last meeting, we discussed whether we could accept a donation of an I-Pad from a church, the Olivet Baptist Church, in Lebanon New Hampshire. Pastor Joe Searbo is a member of the advisory board for Halls of Hope. This donation will greatly assist the mental health court coordinator, as she travels throughout Grafton County. I believe I should ask for permission to accept this donation. The total value for the I-Pad, case, pen etc is \$649.00.

The Plymouth Area Mental Health Court opened the program doors last week and we are now accepting referrals. This court already has three referrals.

Our program continues to collaborate with the House of Corrections (Angela Jones). The HOC has been supportive and helpful and we greatly appreciate their hard work. Grafton County continues to strengthen its working relationship with the White River Junction VA. Mike Owens is the Veterans Justice Outreach Worker.

Members of the Halls of Hope and ASSERT Advisory Councils have successfully created a non-profit agency "Advocates for Grafton County Mental Health Court." Grafton County has amazing people in our county, who are invested in making a difference for our residents. We are fortunate.

(6) Restorative Justice

Kathleen Shelton has been hired (today is her first day) to monitor the Restorative Justice contracts so the commissioners, delegation and public can evaluate the funding stream for Restorative Justice. She also will coordinate our educational programs in Grafton County, and assist with our mental health court.

I met with a team of individuals from Littleton about Restorative Justice. On Monday I will present to Woodsville High School and the Haverhill Cooperative Middle School about Restorative Justice opportunities in the area. We have been asked to present to the Children and Family Sub-Committee on CHINS in October.

We will continue to work with and coordinate the efforts in Grafton County with the State of New Hampshire DCYF Senior Planner. I believe our current process will interact nicely with the DCYF plans.

(7) Justice Involved Veterans

I attended the statewide alternative sentencing conference. As part of the conference, the Justice Involved Veterans group sponsored a table with information. Major General Reddel, III presented on behalf of the Justice Involved Veterans.

There are great opportunities to work with existing resources and the Veterans Administration to improve dramatically how we process justice involved veterans in the criminal justice system. As noted earlier, I am honored to be a part of this committee. In December, I will be traveling with Alex Casale, the Statewide Alternative Sentencing Coordinator, Jo Moncher, Bureau Chief DHHS Community Based Military Programs, and New Hampshire's two veteran's justice outreach workers, Diane Levesque and Michael Owens, to learn more about the veterans sentencing alternatives and how we can incorporate these alternatives in New Hampshire criminal justice system. My costs will be paid for by Long Term Care Veterans Partners.

(8) Drug Court

As noted last month, the drug court team participated in an all-day team building exercise. It was led by Patricia Brady of Advancing Organizations of Haverhill, New Hampshire. We greatly appreciate her sharing her expertise and assisting us in identifying future areas of growth for the Drug Court Alternative Sentencing Program. The drug court has been working hard to follow up on the recommendations. We are revising our Policies and Procedures and clarifying roles. We are also developing a more detailed "case flow" document so team members, participants and the public understand the roles of the team members.

(9) Circuit Court Prosecution

We have continued to work hard to coordinate and support the circuit court prosecutors in Grafton County. This is becoming more and more a time consuming part of our services,

as current prosecutors seek guidance, or police departments seek assistance due to potential conflicts of interest.

(10) Sexual Assault Resource Teams

a. Upper Valley SART

We are working with the AG's office to develop an Upper Valley SART. The Upper Valley SART has met and drafted a mission statement: "To provide an effective, consistent and comprehensive response to adult sexual assault through improved services, enhanced collaboration, and a victim-centered response to promote justice." In addition, they have formally chosen a name and identified participants and are holding regular meetings.

The Hanover Police Department organized a training on Investigating Adult Sexual Assault cases for First Responders. Janet Carroll educated all the officers on the details of how a Sexual Assault Nurse Examiner handles a sexual assault victim who presents in an emergency room. I covered adult sexual assault investigations for the First Responding Officer.

As always, if you have any questions, please do not hesitate to contact me. I welcome the opportunity to answer any questions.

There was one bid for the Restorative Justice Program in the Littleton/Haverhill area. The bid was as follows:

CADY- \$36,666.

Commissioner Burton moved to accept the bid from CADY in the amount of \$36,666.

Commissioner Richards seconded the motion and all were in favor.

HSA Bishop arrived and gave the following report

- 1.) LTC Expenses to Date:
 - LTC Expenses Report
 - Update on CAP
 - Update on recoveries
- 2.) Legislation
 - Commission on LTC Funding meeting today
- 3.) Other
 - Conference

11:45 AM With no further business the meeting adjourned.

Respectfully Submitted,

Raymond S Burton, Clerk