

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
January 22, 2019

PRESENT: Commissioners Lauer, Piper and Morris, County Administrator Libby and Administrative Assistant S. Norcross

OTHERS PRESENT: Supt. Elliott, Farm Manager Knapton, IT Manager Ruggles, Alternative Sentencing Director DePalo.

Commissioner Lauer called the meeting to order at 9:00am and began with the Pledge of Allegiance.

Commissioner Piper participated by phone according to RSA 91-A: 2. Telephone participation was at her request. It was noted that all votes must be taken by a roll call.

FM Knapton arrived to request approval for the part-time employee that she spoke about with the Commissioners at her last meeting. She handed out the attached financial breakdown as well as the job description to discuss with the Commissioners. She stated that this would be a contingency person who knows what to do on the farm in case of an emergency. This person would work two (2) days a week. FM Knapton explained that this would be a temporary job until June 30<sup>th</sup> and if it works, then she would request to fund this position in next year's budget. Commissioner Piper stated that she appreciates FM Knapton for putting these numbers together and she would support this additional help.

**MOTION:** Commissioner Morris moved to create a part time milker. Commissioner Piper seconded the motion. Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Morris "yes"; Commissioner Piper "yes".

Supt. Elliott arrived and gave the following report:

**January 22, 2019**

**Commissioners Report**

**1. Population:**            **In House: 64**            **F Unit: 21**  
**E Unit: 13**  
**D Unit: 19**  
**C Unit: 8**  
**Intake: 3**

**Out of Facility: 30**

**Intakes since 7/1/18: 544            Male: 365            Female: 179**

**2. Community Corrections Report:**

**a) Electronic Monitoring: 5**

**b) Daily Work Release: 0**

**c) FIRRM: 6**

**d) Pre Trial Services: 7**

**e) Operation Impact:** Sgt. Harness has done presentations at Plainfield Elementary, Bethlehem Elementary, Lisbon Regional, Lakeway Elementary, Monroe School, Blue Mountain Union, Newbury Elementary, Wentworth Elementary, Whitefield Elementary, Bristol Elementary, Linwood, Profile High and gave a jail tour/presentation King Street School.

**f) Community Work Program:** Sgt. Griffin supervised work crews on the County Complex, made some vegetable donation deliveries and has started working off site at some community projects.

**a) Community Supervision off site work details- \*see attached**

**b) DOC Christmas party -** Supt. Elliott stated that on December 1<sup>st</sup> the DoC held their first Christmas Party at the Mountain Lakes Lodge. He stated that it was well attended and they hope to continue having one in the future. He noted that the DoC will also be holding two (2) beach barbeques this summer at Mountain Lakes; there will be one (1) party for each shift so everyone will be able to attend. He stated that they are also looking to put together a team for a Spartan race this year as well.

**c) Cheshire DOC Tour -** Supt. Elliott stated that in December he and his two (2) Lieutenants visited Cheshire County DoC for a tour and discussion about Medication Assisted Treatment. He thanked Supt. Van Wickler and his staff for allowing them access to their facility and providing time to answer questions.

**d) Delegation Tour of DOC –** Supt. Elliott stated that nine (9) Delegation members attended and he gave a two (2) hour tour and answered questions.

**e) Inmate transfer –** Supt. Elliott stated that the Sullivan County DoC contacted them on January 8<sup>th</sup> and asked Grafton County to take an inmate from them. The person is a former Claremont Police Officer convicted of unsworn falsification and could not be housed at their facility per the court order. He received a sixty (60) day sentence and his release date is March 7<sup>th</sup> 2019. He asked the boards permission to continue to house this inmate until his release.

**MOTION:** Commissioner Morris moved to approve the inmate transfer. Commissioner Piper seconded the motion. Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Morris “yes”; Commissioner Piper “yes”.

**f) Medication assisted treatment –** Supt. Elliott stated that he is still in the process of researching and will meet with the Commissioners to discuss when he has a full report.

Commissioner Piper thanked Supt. Elliott for further looking into Medication Assisted Treatment. Commissioner Lauer stated that she is impressed with the team building events at the DoC.

Commissioner Lauer asked if everyone had a chance to read the minutes from the January 15<sup>th</sup> meeting. Commissioner Piper had a few edits.

**MOTION:** Commissioner Piper moved to approve the minutes as amended. Commissioner Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Morris “yes”; Commissioner Piper “yes” and Commissioner Lauer abstained.

The Commissioners signed check registers 30-32; 1103-1108.

#### Friendship House CDBG Documents

- CA Libby submitted a drawdown request in the amount of \$15,369.00 for Commissioner Lauer to sign.
- Transfer Funds – CA Libby stated that they are going to request that \$7,187.00 of administration funds be transferred to Health facilities. The funds are not needed for administrative costs but are needed for construction costs. Commissioner Lauer signed the necessary documents to transfer the funds.
- Closeout paperwork – CA Libby submitted the closeout paperwork for Commissioner Lauer to sign.

CA Libby stated that Elaine Guenet has submitted a more detailed proposal after she was able to meet with the Commissioners and obtain more information. She also has listed questions as she would like to make sure she fully understands the funding policy, as it relates to the expectations for the contract. CA Libby stated that the proposal is for an estimated 160 hours at \$75/hour for a total of \$12,000. The Commissioners reviewed the various questions that E. Guenet had for them and drafted a response letter to her. The Commissioners were all in agreement to accept E. Guenet’s proposal.

**MOTION:** Commissioner Piper moved to accept Elaine Guenet’s proposal for the Social Services. Commissioner Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Morris “yes”; Commissioner Piper “yes” and Commissioner Lauer “yes”.

Commissioner Piper left the meeting.

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology

Monthly Summary Report

January 22<sup>nd</sup>, 2019

(Note - This report also includes the past month of Dec. 2018)

AO – Attorney’s Office

- Completed setup of 5 new replacement laptops for Attorney's office.
- Completed setup of 6 new replacements PC's for Attorney's office.
- Setup accounts for new County Attorney.
- Set up Scanner drivers and software on employee's new PC.
- Attempted to retrieve deleted or archived emails from an Attorney's account.
- Added a shared label printer to an Attorney's laptop.
- Retrieved videos from a camcorder.
- Investigated an email bounce-back an employee received. Turned out the user was using an incorrect email address.
- An employee's email program did not have the PDF plug-in to convert email to .pdf's. A forced update of the PDF viewer/editor resolved the issue.
- Showed employee how to redact audio files using one of our audio editors.
- Added email to an employee's new smart phone.
- Relocated an employee's devices from one station and placed at another. A new part-time employee's PC was set up at that desk.
- Installed a video/audio editing software on employees PC. Program crashes upon launch, and have contacted their support.
- Made a Registry change on an Employees new PC to fix a bug, where a couple of her mapped drives disappeared.
- Assisted with getting one of the courtroom A/V carts connected and in a call.
- Setup new PC for Case Intake employee. Assured desktop scanner was connecting and working, and shared out her label maker to other staff members.
- Attempted to convert a rare video file format from a local Police Agency to a widely used format.
- Created a regedit and install package deployment and sent out to all workstations for a major change in the web-based document storage.
- Issued a new PC to one of the Support Staff.
- New PC User could not send a document as an attachment and could not open up the 'Signature' feature in her email. This was due to a pre-installed Suite that was not fully removed. Her label writer Address Book was also retrieved.
- Setup and issued new laptop to VicWit Coordinator.
- Setup and issued new laptops to two Attorneys'.
- Changed the max file size allowed on new VicWit laptop to allow PBK update to work.
- Helped out an attorney with downloading a folder form the file storage site, and to unzip that folder once downloaded.
- Issued new laptops to a couple attorneys.
- Issued new laptop to the new County Attorney, and got her signed into her computer and email.
- Attorney's laptop would not save documents from their web-based program properly to the web storage server. I uninstalled the most recent OS Update and it resolved the issue.
- We received a new desktop scanner for the File Clerk. Got it connected and all the necessary software, drivers, and firmware installed.
- Set up offices new cell phone with the County email, calendar, and contacts.
- Exported phone number list of many agencies from our VoIP system to a spreadsheet, to have it printed out.
- Logged County Attorney into our Time clock software management console.
- Employee's email program was set to hide when minimized. Had to disable that feature.
- Re-added folders in the scanning software for one of the Support Staff.
- Setup new laptop for another Attorney. Installed all the special software this attorney had possessed on his own. Created ISO of a couple installation disks for future use.
- Investigated an issue with a USB drive becoming unrecognized from the PC.

- Relocated Attorney from the Admin Building to their office at the Courthouse.
- VicWit employee could not merge documents while on the Public Wi-Fi in the courtroom. The firewall only allows access to the web-based document storage server while on the Staff Wi-Fi showed user to use this network, resolved.
- Resolved word processing application licensing issue for Attorney.
- Resolved issue for Legal Assistant not being able to run applications. Needed to change UAC settings.
- Refurbished (3) Laptops for re-purposing in AO department.
- Completed on Boarding of the following new Department Heads Staff, New Farm Manager, New Alternative Sentencing Director, New County Attorney and New County Sheriff.

#### AS – Alternative Sentencing

- Investigated an issue with an employee's laptop not getting a LAN connection through a docking station. Turned out the A/C cord had been frayed completely through, like it had been chewed through.
- Set up domain and email accounts for the new Director starting.
- Set up a previously used laptop for the new Alternative Sentencing Director starting.
- Renamed an old extension to reflect the new AS Director, and also cleared her voice mailbox.
- Issued an employee a new charger for her laptop. The one she had must have not been the original and was working intermittently.
- Assisted with getting the Main line's Auto-Attendant greeting re-recorded to reflect the new Director, and other staff changes.
- Offices Call Park was using the same one as many other Departments, so parked calls were showing up on others phones. Just had to rename the park in the required field to be custom.
- Reinstalled database application on employees PC.
- Completed Maintenance to improve performance of AS Directors laptop.
- Replaced SSD in replacement laptop to improve performance, waiting for additional memory, this laptop will replace the AS Directors laptop.

#### CE – UNH Cooperative Extension

- Working on issue with Payroll software unable to send status emails to COOP staff, hope to resolve this week.

#### CO – Commissioners Office

- Deployed software to County Administrator's laptop to automatically switch between wired and wireless connections as appropriate.
- Added a shared label printer to employee's new PC.
- There was a circuit that tripped first thing in the morning. Had to reach out to Maintenance, and reset it. Also replaced one UPS surge strip.
- Investigated issue with the web form off the County website not getting delivered to any of the recipients.
- Installed Accounting Software update to allow Payroll to start processing year end.
- Resolved Printed jobs being retained in print Que display for County Administrator.
- Setup county email on Commissioner Morris's cell phone

#### DoC – Department of Corrections

- Setup accounts for new CO hires removed separated employees accounts.
- Setup accounts for new Assistant Dietary Manager.
- Discussed unauthorized media CO's had on their home folders. Superintendent had requested report listing CO's that had the media.
- One of the Housing Units door-lock touchscreens had failed throughout one night. The PC was still on, but the touchscreen had no power, so a regular monitor was put in place temporarily, and the staff can control the door with a mouse.
- Oriented with new kitchen employee on PC and email login and usage.
- Disabled and deleted accounts of an officer who is no longer employed by the DoC.
- Replaced the door-lock touchscreen with the new one purchased.
- Put the screen calibration application on that new touchscreen's Desktop and showed Corporal how to manually browse to it and calibrate the screen.
- Investigated an issue with one of the Housing Unit's door-lock system "freezing up".
- Was able to get the SMS PC to print to a printer in the Captains office.
- Had to set a default printer for a kitchen employee on that kitchen PC.
- Installed a new router for the VINES program at the DoC.
- Request to look into the capabilities of doing a video arraignment with 3 parties, ongoing.
- Copied database from the database PC to one of the SMU tablets to reflect the new user accounts.
- Reset email password for RN.
- Completed setup of new hires.

#### HR – Human Resources

- Resolved printing issue for HR Director. Document was trying to print was not framed properly. Creating new document and copying contents from problem document allowed printing of document.

#### HS – Human Services

- no calls.

#### FA – Farm

- Completed setup of laptop for new Farm Manager.
- Meet with new Farm Manager and did training
- Setup email on Farm Manager's cell phone.
- Completed training with Farm Manager, stated her laptop would not recognize any wireless networks. Showed her the physical Wi-Fi radio button on the device to turn it on/off.

#### IT – Department of Information Technology

- Deployed windows updates and reviewed and approved monthly updates.
- Worked with IT Manager to restore network after Generator failure.
- Completed replacement of failed hard drive on NAS device.
- Completed install of patch to allow OS updates to be deployed to newer server OS.
- Created deployment package to allow OS service to be turned on or disabled.
- OS updated on NAS devices.
- Deployed update of all Browsers.
- Removed AV software to recover license form retired systems for re-deployment to new systems. This prevents needing to buy additional Licensing saving the county money.

- Performed monthly Updates on all servers.
- Gathered timestamps of down times of the routers and switches in the Admin Building, from the night when that location lost power.
- Replaced batteries in a couple UPS power strips. Also ordered replacement batteries.
- Contacted phone vendor support to clear up some errors on the Avaya Phone system.
- Completed review and approval of Scheduled and non-Scheduled Microsoft updates.
- Blocked install of MS update after receiving advisories it caused multiple issues.
- Completed creation of backup install package for accounting software application. This was done due to install issues found with Window 10.
- Completed configuration of Laptops to be used for training on accounting software used by the County Admin staff.
- Removed unused email accounts to reclaim licensing preventing any need to purchase more licensing.
- Completed setup of script to remove RDP printers installed when using remote connection software.
- Setup profiles for new Sheriff and new County Attorney on their computers.
- Updated Software Application on all NAS devices.
- Resolved printing to printer/copier issue after being replaced.
- Unusual amount of Internet Failures with fiber optic Internet last 2 weeks of December thru first 2 weeks of January (3 call-ins to resolve).
- Experienced a couple issues with the Admin Building Electrical Generator resulting in loss of network connectivity across the campus (2 call-ins to resolve) The IT team worked together on resolving issues to our network after backup generator caused extensive failure of power to systems. Lost 1 primary UPS in Server Room 1. Had issue with one Server that had to be restored from backup.
- Notified by Samantha Norcross that Email forms were not coming thru from County Web Site. ITM created a new Google API and worked with Notch Net and to get issue resolved. Special thanks to Samantha Norcross for her assistance on getting this resolved. All Email forms now working.
- ITM has started working on Campus IT budget for FY 2019-2020.

#### MT – Maintenance

- Replaced Hard drive in Department Managers laptop and restored image of OS, rebuilt profile.
- Deployed software to correct missing calculator on Manger's Laptop.
- Got port and switch information connected to one of the HVAC PLC's at the Courthouse and ran network connectivity to one of the HVAC JACE controllers at the Courthouse, unit failed test, Maintenance ordered a replacement JACE and they replaced it.

#### NH – Nursing Home

- Corrected pop-up setting for Browser that was preventing Admissions Nurse from completing admissions.
- Replaced Four Battery Backups.
- Completed update to application used by NH Finance Manager and Billing Secretary to submit claims.
- Completed replacement of two (2) failed drives in legacy server.
- Found corrupt or miss-configured Excel sheet not opening properly for MDS Coordinator.
- Completed of removing deep paper jam in Assistant Director of Nursing.
- Completed replacement and resizing of Drive in server used by NH Finance Manager and Billing

Secretary to submit claims.

- Resolved printing issue for Unit Secretary, printer had become unavailable to user. Printer needed to be reinstalled. Completed maintenance and software upgrades on director of nursing's laptop to improve performance found laptop with both wired and wireless connections running. This causes performance and application errors. Advised user of this.
- Completed training with HIM director to export and save documents to a USB drive.
- Completed software update to resolve pop-up message N. Home director had been receiving.
- Informed nursing home director of nursing on how to retrieve a deleted draft message.
- Contacted Web application vendor for NH after users reported outage. Vendor had large scale failure.
- Set up a phone and extension for a new wound nurse.
- Set up email on one of the Doctor's cell phones.
- Activities PC had died due to the UPS power strip battery must have died. Temporarily plugged it into the surge protects side.
- One of the Nursing Units Chromebooks will not charge or power on. I got it to power on with A/C by unplugging the internal battery. Will have to order a new battery.
- The 5 "Surveyor's" Chromebooks have been licensed and now managed by our Google Admin console.
- Replaced a UPS for the PC and TV in the lobby.
- Assisted medical records with encrypting a folder of confidential information.
- Retrieved an updated document that was not saved before closing.
- Investigated why MDS could not run file to open their Therapy site. A setting in our firewall resolved the issue.
- Was brought to our attention that ring back for calls that were parked was excessive. Reduced the time from 3 minutes down to 1 minute and completed the change at the switch level to reduce the time.
- AC Chromebook chargers disappeared on Maple Unit, ordered two new replacement Chromebook AC and installed them.
- Nursing Station phone was in a "Discovery" state, which it couldn't resolve an IP address. A power cycle forced the Ethernet to reconnect to the server resolving the issue.
- Replaced a keyboard on one of the Nursing Station PC's.

#### RD – Registrar of Deeds

- Tech from Fidlar called ITM to give me update on new computer systems coming into Deeds in February, discussed AV software.

#### SO – Sheriff's Office\Dispatch

- Completed restoration of documents that were accidentally deleted.
- Setup Accounts for new Haverhill PD staff.
- Worked with Dispatch Director to resolve issue with saving videos from cruisers. Issue was with version of vendor software.
- Completed reboot of remote connection server for PD's to refresh system. This allowed IT to make changes on server.
- Adjusted backup time to server to resolve pop-up message for external users.
- Completed setup of test remote user account for testing by director.
- Completed changes to internal remote access software to allow director access to system used by bailiffs.
- Completed setup of accounts for new Sheriff.



- Resolved an issue with Dispatch Supervisor PC not getting video to one of the dual monitors. Needed to re seat the video cord.
- Performed monthly updates and reboots on department Servers.
- Determined open and unused ports on PoE switch in Dispatch's 'radio' rack room. Also found an available IP address to be used for a certain system.
- Cleared voice mailbox of the Sheriff's extension, to reflect the staff change. Had the new Sheriff log in to setup the VM greeting and change password.
- Got the new Sheriff logged into our time clock software management console.
- Installed monthly Server Updates and performed the reboots. Also rebooted the remote users firewall device.
- Removed local backup software to prevent conflict with other backup application.
- Corrected update issue where update server was showing incorrect number of updates need for word processing application.
- Completed report on possible cause of disruption of Dispatch application to Director of Dispatch and It manager.
- Worked with IT manger and SO Director to resolve log issue to database management application.

Sheriff Stiegler arrived to continue the discussion regarding the color of the cruisers and not knowing when they will be able to get the medium brown metallic. He explained to Commissioner Lauer the issue with not being able to get the medium brown metallic right now as she was not at last week's meeting. Commissioner Lauer stated that she feels at this point it sounds like if they wanted brown cars they would have to deal with long delays or pay a high premium to get a different color scheme which does not make sense for the taxpayers. The black cars they will be able to get year after year and that makes sense. He stated that he would rather see the new black cruisers out on the line, rather than administrative as he previously discussed because he feels the deputies out on the line need to have the newest cars. He stated that an option they do have is the Captain's current cruiser and the cruiser the former Sheriff used are in good condition and could be put back out on the line for another if there were push back with black cars and then use the black as administrative but he would rather see the new cars go out on the line. Commissioner Lauer suggested putting an article in the paper to make the public aware that this change is in the best interest of the taxpayers and in the operation of the department. Sheriff Stiegler agreed.

Sheriff Stiegler also brought Commissioner Lauer up to date on the space issue he discussed at last week's meeting as well. He stated that their investigations have a new component that was introduced before he took office. It was not forecasted to have the kind of legs that this will grow with respect to information technology. He stated that the Commissioners will see more training requests for Deputy Combs as he intends to have him certified as an expert witness in the courts when he testifies by this time next year. He explained that they are moving the detectives' offices into the bigger deputies office as the deputies are not there all the time. He is looking to get permission to move their archives that they have into the basement archive room and use their current archives space as an evidence room. He stated that there is space in the basement archives room that he can make work. He spoke with Attorney Hornick about that space and she had stated she doesn't believe she will need it. He stated that he is currently waiting to hear back from the Attorney General's office to find out how long they need to keep those records for before he proceeds.

Alternative Sentencing Director DePalo arrived and gave the following report: (\*see attached)

AS Director DePalo submitted an out of state travel request for herself and Ashley Belyea to attend the National Association of Community and Restorative Justice Conference in Denver, Colorado from June 14-16. This conference will feature 25 key note speakers who have been named best in their field as well as multiple educational and breakout sessions to address the issues they face in Alternative Sentencing with adults and juveniles. She stated that it is her belief that this conference and future conferences will offer training and education that will assist the county in implementing positive, successful programs which will in turn increase financial gain. There is \$3,102.53 in the Education and Travel line as well as funds from the departure of an employee.

**MOTION:** Commissioner Morris moved to approve the out of state travel request. Commissioner Lauer seconded and all were in favor.

AS Director DePalo then requested to go into nonpublic session.

**MOTION:** \*10:14 AM Commissioner Morris moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c) Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Morris "yes". Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

\*10:28 AM Commissioner Lauer declared the meeting back in public session.

**MOTION:** Commissioner Morris moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

CA Libby attended the Executive Committee meeting of New Hampshire Association of Counties on the 17<sup>th</sup>. She stated that there are up to fifty (50) Executive Committee members. Each county can appoint five (5) members not including officers. She stated that forty-seven (47) votes were cast. There was a unanimous vote to affirm the decision made by the officers to eliminate the management positions. There was a 40-6-1 vote to affirm the decision of the officers to have Rumford Management do management on interim basis for six (6) months. She stated that there was also a motion to contract with Rumford/DuPont to put together the 2019 NHAC Conference.

CA Libby stated that there was a motion to establish a steering committee with one (1) member appointed from each county. Each Board of Commissioners is to decide who that person will be by the 2/1 Executive Committee meeting. The purpose will be to meet over the next 4-6 months to come up with a plan for the reorganization of the NHAC. RD Monahan has asked to be on the steering committee. CA Libby stated that a decision needs to be made but it should be done when Commissioner Piper is back.

CA Libby stated that right now Grafton only has four (4) members. Commissioner Piper's position as an officer does not count towards the five (5) members. She stated that Human Services Administrator Bishop will be retiring and there will be two (2) openings. Commissioner Morris stated that she is interested in being on the Executive Committee but would like to think about it and look into it more. The Commissioners will need to make appointments to fill those openings.

**MOTION:** \*10:38 AM Commissioner Morris moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c) Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Morris "yes". Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

\*11:02 AM Commissioner Lauer declared the meeting back in public session.

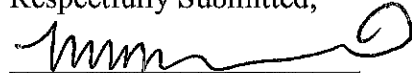
**MOTION:** Commissioner Morris moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Issues:

Commissioner Morris stated that she is visiting the farm today and will be visiting the Nursing Home.

11:04 AM With no further business the meeting adjourned.

Respectfully Submitted,



Marcia Morris,  
Clerk

# Alternative Sentencing Commissioners Report January 2019

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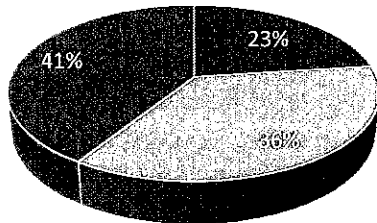
**Director's Report:** This month has been busy, meeting police chiefs, department heads, reviewing budgets, researching potential new programs and creating policies and procedures on the daily operations of AS. Although we have completed the applications to be able to bill state insurance, we continue to work with them as they do not recognize AS as a program within Grafton County, therefore we have been unable to complete the process for billing.

## Juvenile Restorative Justice

*Grafton County Juvenile Restorative Justice Program is to promote community-based alternatives to the formal court process that; promote positive youth development, safer communities, integrates restorative justice practices, intervenes at the earliest possible opportunity and promotes reduction in juvenile crime and recidivism*

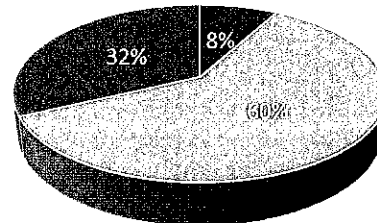
Program	Active Participants	New Participants	Completed	Victim Involvement
CADY	7	0	3	3 participated in panel
UVC	12	0	0	0
GCJRJ	10	3	1	0
<b>TOTALS</b>	<b>29</b>	<b>3</b>	<b>4</b>	<b>3</b>

Charges



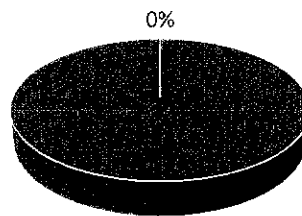
■ Trespassing/B&E ■ Shoplifting ■ Substance

Ages



■ 12 ■ 13-15 ■ 16-18

Referral Source



■ Police ■ School ■ Parent/Guardian ■ Court

# Alternative Sentencing Commissioners Report January 2019

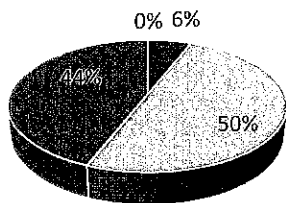
CADY has officially transitioned all juvenile cases back to Grafton County and they continue to assist us in our accreditation for the juvenile program. We are working to obtain more volunteers to participate on the juvenile panels as we currently are running with 4 panel members, ideally we should have 10+ members to share this case loads. Some members have offered to provide information at local volunteer fairs to potential volunteers this month in hopes to outreach and connect with the community.

## Adult Diversion Program

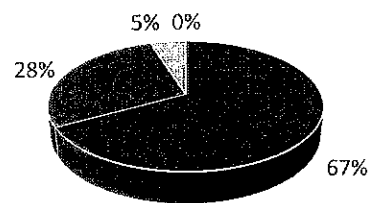
*Grafton County Adult Diversion Program is to hold an eligible offender accountable while providing the resources, skills, and education to reduce the risk of committing crimes in the future. This program is an alternative to prosecution and offers a defendant a chance to avoid criminal conviction and other punitive sanctions including fines, probation and incarceration.*

Active Participants	New Participants	Graduated	Fees	Prospective Participants
25	0	4	\$790	10

Geographics



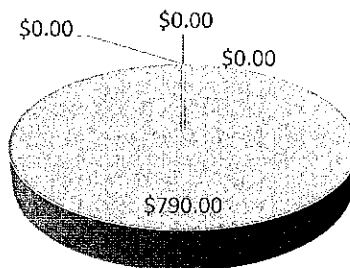
Plea to Acceptance



■ Littleton ■ Lebanon ■ Plymouth ■ Out Of State

■ 0-30 Days ■ 31-60 Days ■ 61-90 Days ■ 90+ Days

Amount



■ Positive UA's ■ Missed Appointment Fees ■ Late Appointment Fees ■ Program Fees ■

Adult Diversion is functioning well, we have begun receiving new referrals into the program since prosecutors and police departments have been reminded about the program and that we

# Alternative Sentencing Commissioners Report January 2019

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are accepting participants. We have begun looking at implementing a First time Misdemeanor level Adult Diversion program that would employ the same foundational aspects and program as those participating in the Felony Adult Diversion program. The program continues to build local connections to aid in housing, treatment, volunteer opportunities and medical/mental health needs.

## Mental Health Court

*Grafton County Mental Health Court seeks to provide an effective and meaningful alternative to the traditional criminal justice system for individuals with a mental health illness. Our goal is to promote prompt intervention, education, treatment and recovery in order to improve the quality of the individual's life, reduce recidivism and improve community safety*

Location	Active Participants	New Participants	Veteran Participants	Prospective Participants	Completed
<i>ASSERT Littleton</i>	7	1	1	3	1
<i>HOH Lebanon</i>	10	1	0	8	1
<i>PMHC Plymouth</i>	8	1	1	2	1
<b>TOTALS</b>	<b>25</b>	<b>3</b>	<b>2</b>	<b>13</b>	<b>3</b>

The MHC Coordinator has been working with the Advocates to get out the bi-annual GMHC Newsletter and annual appeal letter utilizing participant stories. These Newsletter are utilized for GCMHC outreach and accompany grant submissions to raise money for the Advocates. The Advocates just received a \$1,000.00 general program grant from the NH Charitable Foundation, mainly for participant basic needs and incentives.

The Lebanon MHC is without court time at the Lebanon Court in 2019, so the Team, participants and Advocates members have met and decided that we will begin this month with monthly group meetings (everyone present, just like court) to review participant progress, lend support, and to utilize useful peer motivators to increase likelihood of participant success and to maximize resources.

Director has been in contact with Chief Judge King to schedule a meeting in attempts to increase the Lebanon court time as well as offer a better understanding of needs within the program as well as benefits of the program.

## Budget Report

Alternative Sentencing was over this month in mileage as well as vehicle maintenance as our vehicles brakes and other items were in need of repair. Director has been working with staff to decrease the amount of money paid out for mileage by having employees utilize the department vehicle whenever possible.

As we approach budgeting for FY20 Alternative Sentencing Programs will be assessing needs around staffing, space and the future of the programs.