

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

January 24, 2017

PRESENT: Commissioners Lauer, Piper & Ahern, County Administrator Libby and Admin Assistant S. Norcross.

OTHERS PRESENT: IT Manager Ruggles, Alternative Sentencing Director Bill Gilding, DoC Superintendent Elliott.

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

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
January 24th, 2017

AO – Attorney's Office

- Resolved CD burning software issue for Legal Secretary. Removed old version, installed new version.
- Re-installed scanner software per request of software vendor. Cleaned, unit and rollers completed test scan.
- Completed multi-malware, virus scan of USB drive given to the AO for use in case. Tests showed no virus's or malware.
- Setup accounts for new staff members.
- Setup Computers for re-search and training.
- Added printers and label maker for new hire working in CO building.
- Resolved issue with docx not opening in word.
- Assisted co-worker with scanner to PBK install.
- Assisted with Dropbox issue and did training on use of Dropbox.
- Re-arranged an employee's desk, as she had a desk riser added.
- Updated one of the contacts in the Directory on the Courthouses phone switch.
- Employee was getting an email bounced back due to an attachment that is too large. Oddly, the file was not actually as large as the email host reported it was. Was able to have her compress that file, and successfully send that compressed folder successfully.
- Add new two contacts to the AO Phone directory list for the Attorney's Office.
- Cleared the settings on the phone that is in the Attorney's Office in the Admin Building. It could not boot up successfully because it was trying to connect to the switch at the courthouse.

- Helped out a staff member identify and find a shared calendar after a major email software update.
- Changed name on extension and cleared the mailbox for a new support staff hire.
- Employee reported that she could not print. I noticed that the printer was offline. The printer gets its connection from the nearby VoIP phone that had recently been unplugged.
- Created Active Directory and email accounts for a new Legal Assistant employee. Also created a VoIP extension.
- Set up an existing laptop for a new hire. Received no notification ahead of employees start day.
- Installed and set up a new desktop scanner for one of the support staff.
- One of the Attorney's laptops would hang unresponsive at the “welcome” screen, after she would logon. Installed the latest Windows Updates that were awaiting installation, that maybe were disrupting the boot up process. Issue resolved.
- Setup a printer folder and scan-to email in the Address Book of the printer in the Admin Building for one of the employees who will be working out of this building.
- Installed Sharp desk software on a new hires laptop and got the correct scan-to folder configured.
- Same employee was having issues with emails getting stuck in Outlook outbox. After investigation, I determined that it was her Windows profile that was causing the issue. I deleted her windows profile on her laptop, re-created it and configured everything again.
- An employee reported that the office was not receiving emails from the State of NH Courts regarding Trials and Hearings. Logged into our email security appliance and noticed that there were quite a few emails that were labeled as “Junk” that got flagged and caught over the last few days. “Unjunked” all those emails.
- Swapped out a UPS unit in an Attorney's office. It was a different UPS model than what we normally deal with, so I determined the battery model and got one ordered for replacement.
- Scanned a USB thumb drive for virus's that the office received from State Police. USB was safe to use.

AS – Alternative Sentencing

- Created profile for new Administrative Assistant.
- Met with AS Director to discuss changes to the layout of the white building. Changes will be made to accommodate new staff and job titles.
- Retrieved emails of staff employee for review by Administration.
- Sent a test fax successfully, as the staff was concerned they were not receiving any.
- Created a Public Calendar for all staff members to use and access.
- Helped resolve a video conferencing issue. One of the clients was getting a busy message when calling in.
- Set up printer and phone extension for new employee who transferred over from Nursing Home.
- Worked with an employee and got the Auto-Attendant greeting re-recorded for the Dept.

main line.

- Set up email on employee's iPhone.
- Employee reported she could not print. Noticed that the default printer had changed to MS Onenote. Switched back to regular printer and set as default.
- Resolved a fax machine feed issue. There was quite of bit of debris in the paper feed cleaned out machine.
- Staff member and client were unable to access video on a training/testing website. It has to do with certain traffic being discarded through our firewall. I confirmed with Tech Support on what protocol and ports they are using for the videos included in the training. Brent setup a new Firewall rule to open up those certain protocol ports.
- Adjusted the Sleep Timer on the fax machine because when staff members were scanning many pages to be faxed, it would go to sleep before the machine could dial out.

CE – UNH Cooperative Extension

- Changed the name on an existing VoIP extension, and cleared the voice mailbox associated with that ext. Also updated the button programming on all Dept. phones to include that staff member.
- Edited the Auto-Attendant menu and redirection for because of a new employee that started. Also assisted with re-recording the greeting.

CO – Commissioners Office

- Resolved issue uploading picture to website for Executive Secretary. Reduced size of picture. Did some training with user on using application to change image sizing for upload to web.
- Setup Media equipment for training on new version of financial software. Removed Equipment and put into storage.
- Added Label printer to AR computer.
- Replaced Drive in the treasurers computer with a SSD.
- Assisted user with connecting to training webinar.
- Assisted employee with an issue she was having with her scanner software not responding.
- Had to reset counter on employee's desktop scanner.
- Renamed VoIP phone extension for new Treasurer, and setup voicemail box.
- Completed training with Payroll Staff on new Version of Time Clock software. Many new time saving enhancements as well as a Scheduler that could be used by all departments to create staff schedules.

DoC – Department of Corrections\Community Corrections

- Setup computer\email accounts for new user(s) and completed training.
- Replaced power supply for booking system.
- Disabled accounts of separated employee's.
- Added accounts for new hires.
- One of the Nurses couldn't print to the Label Writer from their online pharmacy Terminal Server. The Label Printer Configuration was set to the default Document Writer.

Changed it to the appropriate Driver, and confirmed that it kept the setting. She was then able to print labels.

- Laptop in kitchen was running very sluggish and we could not remote to it. I dis-joined, and then re-joined it to our domain.
- Employees in Intake reported that the ongoing issue they were having with the Booking camera has re-occurred and continuing to happen. I contacted the vendor that set up that station, and they could not see anything that was wrong, and want to be contacted the moment it happens again.
- Created a new extension at the Booking Camera station.
- Community Corrections relocated offices, and had to swap the USB printer from one employee's computer to the other. It is now being shared properly.
- Racked a new server provided by the software provider. It is for the inmate tracking software.
- Replaced the battery in the UPS used by the lobby PC.
- Went over and monitored the inmate tracking servers, as the active one was being replaced and migrated over to an updated server.
- Shift Supervisor requested that we restrict access to the PC in the Visitation Area. Adjusted the Firewall to block access to the Internet from that system.
- Edited one of the Admin phones sidecar entries.
- Employee was filling in, in the Admin Office and realized she was not getting any phone calls from the outside. Noticed that the phone was still in "Night" mode, so the calls were getting forwarded to Central Control.
- Medical PC had issue with hand held bar code scanner and printing multiple labels out of the label maker.
- Minimum Unit had issue with door-lock touchscreen not being calibrated correctly. It later on lost its video entirely. I went over to investigate, and noticed that the VGA cord became disconnected from the computer that was in the cabinet on the floor.
- Nurse was having ongoing issues with one of the PC's at the Nurses Station, that wouldn't give her the ability to log in. I performed maintenance on it, but also suggested that it might be the mouse button getting stuck or double clicking. I replaced the mouse.
- Investigated with the issues bringing/pulling reports from the PC that deals with the proximity card readers throughout the facility.
- Swapped out one of the UPS's that was in Medical, as the battery was running low, and would not "power on" the PC.
- Officer couldn't get sound on a PC in a certain housing unit. I could not get the sound device to enable properly, so I deleted and re-created his Windows Profile. Issue resolved.
- Rebooted the Video Arraignment Cisco codec, because the State did some HW updates to their system.
- Swapped out another UPS battery backup at the Training Sgt. Desk.
- Replaced a handset and tethered cord on one of the VoIP phones in Central.
- Resolved an issue with one of the Housing Unit PC's that could not play audio under his Windows Profile. Deleted his Windows Profile and re-created it. This fixed the issue.
- Installed software and drivers for a signature pad connected to one of the Programs laptops.

- It was reported that all the DoC staff that receive the same certain email every morning, never received it. They were all found in a certain SPAM folder due to a new policy that was enabled and tested. This was all cleared up and all messages were all released.
- Assisted Maintenance with running two Cat5 cables from the Server room to the Admin Wing Break Room. This was to relocate the cellular Network Extender we purchased a new antenna for.
- After relocating the Network Extender, the device could not sync up with the GPS signal, and I called the supplier to troubleshoot. They determined that it could have been defective, as it is a few years old. A new one was ordered.
- New one received and sent back as it was Dead On Arrival, waiting for a new replacement unit.

HR – Human Resources

- Resolved issue after user had “Blue Screen” when trying to run applications. Ran cleanup utilities and Check Disk.
- Restored prior version of template for staff member. Staff had saved unwanted changes.
- Employees could not open up any ID Badge projects from the ID Maker program. After investigation, I noticed that the Folder with the templates that the projects rely on had been deleted. I had to go into the folder structure in our NAS and move it out of the Recycle Bin and back to the original location.
- Helped employee out with locating a misplaced Folder in her personal directory.
- HR Director reported she could not open certain attachments. It turned out it was only PDF's she could not open, and noticed she was one version behind on that Adobe Reader. I installed the newest version and resolved the issue.
- Updated a spare laptop and lend it to one of the HR employee's to work on a worksheet remotely.

HS – Human Services

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FA – Farm

- Updated computer software used for herd registration at the farm office.

IT – Department of Information Technology

- Setup new firewall rule for Zuercher Software to interact with the State DOS.
- Installed new software update to County Email Server.
- Installed new software update to County Accounting Software.
- Installed critical updates for anti-virus software to all servers.
- Configured USB drive for Campus document offline backup. Prior drive had failed.
- Removed old CD burning software and installed new version on all systems that had the software.
- Completed testing with new remote management software.
- Moved user's Account from NH to AS OU and changed permissions for user. User changed departments and new job.

- Resolved issue with virtual backups.
- Completed update of NAS device's DSM (operating systems).
- Completed maintenance on WSUS server.
- Removed report sent notification on AV server.
- Completed county email training with Commissioner Ahern, Commissioner Piper and Treasurer Liot Hill.
- Replicated November's email archives to DVD's.
- Worked with Telephone Network company technician to find a fault in the fiber optic run from the Admin Building to and within the DoC.
- Installed monthly Updates on all servers.
- Setup configured and installed new Email Security Appliance, long installation process. We now are using 4 Anti-Virus programs for scanning inbound email and have reduced SPAM to employees to virtually none. As well as reduction in Phishing and Spoofed emails. New appliance now allows users to send out encrypted email to comply with HIPPA, CJIS and HR needs. Training started at Nursing Home and will need to train other departments on how to utilize this feature.
- Primary voice mail server did not have the voice mail service running after a reboot. It was operating on the secondary server, which is not what we want. I had to shut down the secondary server and then restart the voice mail Service on the primary server, then restart the secondary server.
- Changed reply email address for all Sharp MFP's scan-to-email feature, to use an Active Directory email account.
- Replicated December's emails onto DVD for archive.

MT – Maintenance

- Fire alarm panel was giving an alarm referencing failure to an Internet connection. Determined where the connection was on the panel, and traced the Ethernet cable to one of our switches. After investigation, the cable and connection did not seem to be the issue. Might be a board failure.
- Continued to investigate the Fire Panel Trouble alert. Reset the board, which it went back into the same state finally powered off panel for 30 seconds and rebooted this resolved the issue

RD – Registrar of Deeds

- n/a

NH – Nursing Home

- Replaced printer drum on Meadow unit.
- Updated OS on laptop for HIM director.
- Reduced size and burnt to DVD training video for in-service director.
- Setup laptop for temporary use after leaving laptop at home.
- Resolved issues on laptop for resident.
- Checked Unit Secretary room for any options of moving desks.
- Checked error on continuing education website when trying to register new user. Error

was with website local settings.

- Setup unit secretary profile on granite and profile units.
- Resolved email viewing issue for Social Services by changing resolution.
- Resolved issue with playing media for training. Changed the way In-service director input media to the TV. Media now will play from laptop to TV from laptop through HDMI. Better quality all around.
- Assisted activities director with playing Christmas Band\Chorus Concert over the PA system in the NH. This allowed all residence to listen to the concert live.
- Replaced UPS for volunteer coordinator system.
- Setup email account for staff member helping with scheduling.
- Did Training with staff member temporarily filling staff scheduling position.
- Deployed 2 chrome books to each wing of the NH for use by LNA's.
- Resolved user not being able to open word processing software, icon was not correct.
- Resolved printing issue for PCC. Disabled pop-up blocking.
- Resolved printing use printer needed new drum.
- Created new Calendar per request of NH Bookkeeper. Calendar to be used for Tracking residents demise.
- Replaced Printer for Volunteer coordinator. Her old printer had stopped working.
- Replaced battery backup UPS in MDS office.
- Setup and configured 3 new laptops for NH unit Managers. Completed training with unit managers on how to use new laptops and they have been issued.
- Added folder to public share for use by only CFO and staff.
- Added websites requested by admin staff to approved list for NH RN's
- Deleted email accounts of separated employee's.
- One of the traveling Nurses reported she couldn't connect to wifi on one of the units with her tablet. Rebooted the WAP remotely via our firewall software, and many devices then connected to that access point.
- Routine drum replacement on one of the Nursing Stations printers.
- Did extensive cleanup and disk re-sizing on one of the residents laptops.
- Employee requested to take over and get access to an existing voice mail box at a certain location. Had to clear that mailbox, and reset the login code.
- Employee reported that she could not print to the Nurses Station printer. I determined that the default was set to the incorrect printer that was not being used anymore.
- Walked an employee through how to set up her voice mail and record new greeting.
- Set up 8 new Chromebooks to be used for web-based EHR on the NH Units.
- Renamed an extension of an employee who transferred to AS.
- Resolved an issue with on one employee's laptop using a wireless HDMI device to a TV.
- It was reported that a phone in the Rehab Dept. was in a weird state where they couldn't receive or make calls. After investigation, noticed that the phone was set to forward to its voicemail. Issue resolved.
- Replaced fax machine in one of the Back Offices with a new one that was received.
- Resolved an issue with a wireless connection on a resident's laptop.

SO – Sheriff's Office\Dispatch

- Setup accounts and did training for new hires.
- Setup switch and cabling to allow Dispatch to do training of new hires.
- Setup account for new LPD officer to access Sheriff Department records.
- Replaced failed hard drive with new solid state drive and restored image to drive. System applications did require configuration after restore.
- Resolved issue with paging system. Removed viral infection.
- Assisted with update of server used to link mobile units to the Sheriff's office.
- Resolved issue for user viewing schedules. User was trying to view PDF documents in word.
- Created accounts for deputy.
- Added accounts for new hires and did training.
- Verified Dispatch paging server had was clear of viral infection after alert from AV server.
- Assisted vendor with installing postage devices in Office area. Had to find out Network settings and requirements, which we had to create a firewall rule.
- A Bailiff was having issues with a document that they work out of daily. There were contents and parts of a table missing that he could not retrieve. Found a backup of that worksheet that was saved by the program, then put the original document on the network for easy access to be used as a template.
- One of the Dispatch Consoles had a hard drive failure. We had a SSD in stock that we replaced with, and took an image of another Console PC, to put on the new drive.

Yours in Service,

Brent Ruggles

IT Manager

Grafton County Department of Information Technology

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

AS Director Gilding stated that he has two (2) out of state travel requests. He explained that because of time constraints to get people registered for these trainings he had to reserve Case Manager Jen Stone's spot for the Coordinator training in March. He stated that the training is being held at the National Judicial College in Reno, Nevada from March 20th – 23rd. He noted that there is also a training in May that has not opened up yet for registrations but he would like to have approval to send Case Manager Stone and the new Sheriff Deputy that they will have from state funding. He explained that it is in the same location and is the same price as the Coordinator training but the airfare is \$50 cheaper in May than it is in March. He stated that the money to cover these trainings is coming from the state funding. They will be reimbursed back into his training budget in the county budget. Commissioner Lauer asked if the money is in his budget should they not receive state funding. AS Director Gilding stated that he does have the money in his budget.

AS Director noted that he will be coming back to the Commissioners in a couple months because the National Conference opened up registration for their conference in July. This year it is in Washington, DC.

Commissioner Ahern asked if these courses can be attended online. AS Director Gilding stated that they are not available online. He stated to receive the whole package of what the National Association of Drug Court Professionals (NADCP) requires for the Drug Court Coordinator based on best practices he would say no they are not available online. Commissioner Ahern stated that some of the things listed under the topics he feels the employees should already have in their tool box when they come to work here as he is sure these skills are already in AS Director Gilding's toolbox. AS Director Gilding stated that he does have these skills after thirty (30) years of doing these types of jobs and thousands of hours of trainings. Commissioner Ahern asked why he cannot impart his knowledge and training to the people he hires in his capacity as the director of this program. He stated that the money coming from the state is still taxpayer dollars. Commissioner Ahern asked that if this money was not spent to send these two (2) employees to this training, could this money be better spent doing something more for the people that need the programs. His concern is that with all the tools out there in skype and webinars, as far as he knows all of this information one way or another is available so these employees do not have to leave New Hampshire. AS Director agreed and stated that a lot of those are but he also needs to take into consideration the networking that is done at these conferences. Commissioner Ahern stated that he hears that all the time and is not buying it. AS Director Gilding went on to answer more questions from the Commissioners regarding these trainings.

Commissioner Piper moved to approve the out of state travel request as presented by AS Director Gilding. Commissioner Lauer seconded. Two (2) Commissioners, Piper and Lauer were in favor. One (1) Commissioner, Ahern was in opposition. With the vote being two (2) in favor and one (1) in opposition the motion passes.

Supt. Elliott arrived and gave the following report:

January 24, 2017

Commissioners Report

1. Population:	In House: 99	F Unit: 34 – Medium Unit
		E Unit: 13 – Female Unit
		D Unit: 26 – Minimum Unit
		C Unit: 23 – Maximum Unit
		Intake: 3

Out of Facility: 32

2. Community Corrections Report:

- a) Drug Court:** Transitioning supervision over to Sheriff Dept.
- b) Electronic Monitoring:** Supervising (7)
- c) Daily Work Release:** Supervising (0)

d) Operation Impact:

Sgt. Larson conducted presentations at Monroe Consolidated School, Indian River School Lebanon High School, Ledyard Academy, Linwood and Monroe.

e) Community Work Program:

Sgt. Webster supervised work details at the Orfordville Church and on campus in the County barn.

3. General:

- a) Non Public session pursuant to RSA 91-A:3, II (a)
- b) 2016 Farm Stand report
- c) 2016 Community work program report
- d) 2017 Community work schedule
- e) HISET Graduation date
- f) Programs update

Supt. Elliott explained that Grafton County houses Coos County female inmates. They receive \$50/day in revenue and Coos County pays for all medical expenses.

Supt. Elliott handed out a packed explaining the various programs in Operation Impact. He also handed out the 2016 Farm Stand report.

HISET Graduation – Supt. Elliott stated that it will be held February 8th at 5PM in the Department of Corrections main lobby. There will be approximately 8-12 graduates. He noted that they have been nationally recognized for their HISET program. They have graduated 279 since 2008 or an average of 35 a year.

Supt. Elliott noted that they are transitioning Drug Court Supervision over to the Sheriff's Department. They will hopefully have a person in place next week. They have offered to help the Sheriff's Department with anything they need during the transition.

Supt. Elliott then requested to go into nonpublic session.

*10:39 AM - Commissioner Piper 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 Ahern seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Ahern "yes"; Commissioner Piper "yes" Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

*10:45AM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session that they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Piper seconded the motion

Discussion:

Commissioner Ahern asked if in accordance with 91-A where they were discussing someone in nonpublic, does this person have a right to be present at that not. CA Libby stated that they were notified and the employee has the option to come to the nonpublic session if they were like.

The Commissioners voted on the motion and all were in favor.

Commissioner Ahern moved to accept Supt. Elliott's recommendation. Commissioner Piper seconded the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the January 17th meeting. Commissioner Ahern had several edits.

Commissioner Ahern moved to approve the minutes as amended. Commissioner Piper seconded the motion and all were in favor.

CA Saffo arrived and discussed a grant opportunity with the Commissioners.

She explained that a grant has come up that the Attorney General's Office is going to apply for children. The Granite State Children's Alliance is the parent organization of all the Child Advocacy Centers in New Hampshire. The CAC out of Dartmouth is a standalone CAC but is still a part of the Granite State Children's Alliance. The grant is \$500,000 over three (3) years and will fully fund a detective out of the Grafton County Sheriff's Department to assist towns as they investigate child sexual assault cases. Sheriff Dutile would hire a new deputy. After the three (3) years is up they would have data to support whether that position is worth it or not.

Commissioner Ahern asked if DCYI is supposed to be doing the investigations. CA Saffo stated that they are not members of law enforcement but they have authority to interview a child. The CAC's are made to interview kids. They know how to interview kids of all ages and work very well with them.

Commissioner Ahern asked CA Saffo if they get the grant how many people do they plan to hire. CA Saffo stated the plan to hire one (1) sheriff.

11:10AM Commissioner Piper moved to temporarily adjourn this meeting for the purpose of consulting legal counsel. Commissioner Ahern seconded the motion and all were in favor. Commissioner Lauer stated that they will now adjourn this public meeting for the purpose of consulting with legal counsel. The public must leave the meeting room and the door will be closed.

11:49AM Commissioner Lauer reconvened the meeting.

The Commissioners signed check registers 47-49; 1119-1122.

CA Libby noted that the UNH Extension Advisory Council Meeting will be held Monday night in the UNH Extension conference room.

*11:52 AM - Commissioner Piper 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 Ahern seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Ahern "yes"; Commissioner Piper "yes" Commissioner Lauer stated that a majority of the board voted yes and would now go into non-public session.

*12:17 PM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session that they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Piper seconded the motion and all were in favor.

Commissioner Ahern stated that they are currently having a problem in Warren. The only gas station in town has closed down and is not reopening. It creates issues for the citizens of Warren as there are not many other gas stations in the area to go to. He stated that he would like to get in touch with Chris Wellington from Grafton County Economic Development Corporation to discuss options they may have. CA Libby stated that C. Wellington meets with the Commissioners quarterly. She will contact him and see when his next time to come meet with the board.

Commissioner Ahern asked if exit interviews are done when an employee leaves Grafton County. CA Libby stated that they offer exit interviews to all employees.

Commissioner Ahern asked when the Vitz Vogt contract will come up for renewal. CA Libby stated that she would have to check with Nursing Home Administrator Labore.

Commissioner Ahern stated that based upon the food manifests it appears that the inmates at the Department of Corrections eat better than a lot of constituents and does not think it is right. He stated that he would like to discuss this more at a further date.

Commissioner Ahern stated that he checked with the President of the New Hampshire Farm Bureau Federation as well as the President of the Grafton County Farm Bureau, Glenn Putnam, would both like to see the Farm Advisory Committee start back up again. He stated that Glenn Putnam stated that Grafton County Farm was being discussed at their meeting and ways they can help the farm. Commissioner Ahern stated that he will continue to follow up on this

Commissioner Lauer stated that on Thursday she attended the North Country Council Scenic Byways Council meeting. They mainly discussed Weaks Forrest. She also noted that all three (3) Commissioners attended the Executive Committee meeting on Monday.

CA Libby stated that CA Saffo talked to someone from the Attorney General's office in regards to discussion about nonpublic meeting minutes as requested by Commissioner Ahern. She was told by the AG's office that they do not give advice to counties.

12:29PM With no further business the meeting adjourned.

Respectfully Submitted,

Wendy A. Piper, Clerk