

GRAFTON COUNTY COMMISSIONER MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
January 28, 2020

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

OTHERS PRESENT: IT Manager Ruggles, Supt. Elliott, Farm Manager Knapton, Alternative Sentencing Director DePalo and LADC Nicole Mitchell from Alternative Sentencing.

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

ITM Ruggles arrived to present his report and a bid request.

He stated that he solicited bids for the purchase of two (2) replacement file servers that was approved in the FY20 IT Budget. The approved \$8,500 for two (2) servers. He received the following three (3) bids:

Dell Government Sales - \$3,409.00/server
SHI - \$3,802.00/server
PCM-G - \$4,299.00/server

ITM Ruggles recommended the Commissioners select the lowest quote received from Dell Government Sales at \$3,409 per server, which totals \$6,818.00 for the two (2) servers

MOTION: Commissioner Piper moved to accept Dell Government Sale's low bid of \$3,409.00 per server totaling \$6,818.00. Commissioner Morris seconded the motion and all were in favor.

ITM Ruggles then gave the following report:

Summary: ITM has been working on starting the County Campus IT Budget for the 2020-21 Fiscal Year meeting with Department Heads, obtaining quotes completing research on any new equipment, software and vendors. The new hyper converged server cluster is to arrive the week of Jan. 28th. IT Team has been working on the following - Setup email accounts for Maintenance Custodial (4 users) and completed training for Maintenance Department. Setup installed 2 TV's at Nursing Home, one replacement for older TV not working properly on Meadow Unit and one new TV on Granite Unit Dining area. Complete network wiring and installation of network equipment for the new AO Office Area, formerly used by the Grafton County Bar Association. Work with Tom Andross and NH Department of Safety on Update of 911 systems for the County Campus. Working on EMAR Software for the DoC. Finalize testing of remote deployments of Windows 10 new releases has been completed and Jason updated 12 systems last weekend. ITM working on strategy to upgrade Network Windows Domain Controllers to latest version of

Windows Server.

AO – Attorney's Office

- VicWit laptop was running slow. Notice system still had a mechanical drive, so it got defragged and ran the Disk Cleaner.
- Replaced UPS in one of the Attorney's Office.
- Changed resolution on an Attorney's dual monitor, as it was set to the same size as her laptop screen.
- Created a shortcut on Vic Wit's Desktop for a new URL of the file sharing web app.
- It was noticed that a "Page All" call would not broadcast on two of the Attorney's phones. Those two extensions were not included in that group, which they were then added.
- Attorney requested to install a required video player for proprietary software. Scanned the download and installed it with the Admin credentials.
- Set up PC-Fax on Support Staff employee's PC. Did some testing and research to successfully send a fax.
- Worked with outside vendor to get Layer 3 Network switch configured for new AO office area. Also, had to do further investigation on my own of an existing switch, to get connection to the new one.
- Terminated all Ethernet ends to the patch panel and keystone jacks at all new Network jacks in the new AO Office area. Racked switch, UPS, and patch panel in the new wall mount rack. Maintenance was a great help to get the Ethernet cords ran from the existing basement switch and throughout the new area. Also to get the new IT wall mounted rack installed. Special Thanks to Steve Whitcomb, Maintenance Team for assisting on this.
- Was reported by Support Staff employee that her scanned images had vertical lines down each page. I cleaned her desktop scanner with rubbing alcohol.
- AO Attorney forgot laptop at home, setup temporary laptop for her to use.
- Investigated issue of VicWit employee's laptop running very slow. I performed routine maintenance and disk clean up, but noticed that was in need of upgraded RAM and SSD.
- Installed update of one of the media players and PDF app on one of the Attorney's laptops.
- Completed setup of accounts for new hire. Profile also created on system the new user will be using.
- Email client had an issue after update, Completed the install to resolve the issue.
- Setup profile and did training for new user.
- Re-activated email account for Interns.
- Resolved issue of user not being able to send out notifications between web-app and email
- Resolved word processing software activation issue
- Upgraded a AO laptop with more memory and a faster storage drive to improve performance.
- Changed default printer for an employee, and made sure Job Handling was configured.
- Set up courtroom laptop for an Attorney to use temporarily, as hers had a charging issue, and was getting screen replaced.
- Downloaded new Support module for the prosecution software.
- Assisted Attorney and Legal Assistant in the courtroom for tech help with surveillance

- footage playing on the TV via HDMI.
- Added Scan-to-email to the Main Printer's Address Book for Case Intake employee.

AS – Alternative Sentencing

- AS employee forgot her laptop in one of the remote AS offices. Had to setup one of the spares, to let her use temporarily.
- Resolved issue opening financial software due to update.
- Added the Director's email to the inbound fax configuration.
- Removed a couple former employees phone extensions.
- Met with AS Director to review FY 2020-21 Departmental IT Budget

CE – UNH Cooperative Extension

- Worked with Admin Assistant to record a new greeting for the Main Line Auto Attendant, as one of the employees no longer works there.
- Resolved display issue with user's laptop docking station.

CO – Commissioners Office

- Work with Payroll Administrator on Weighted Overtime Module and Custom Report.
- Met with County Administrator on FY 2020-21 Department IT Budget.

DoC – Department of Corrections

- Changed out a power supply unit that was powering a monitor used for observations.
- Changed settings on an email account to disallow it from receiving email outside of our in-house email program.
- Created an email account and a computer user account for a new employee.
- Trained a new employee on the computer and email systems used here.
- Worked with IT-2 and IT-3 to facilitate the name change process on a user's email. The user was helped to get back into his email with our typical generic password reset process.
- Reported that Central needed a phone cord for one of the phones.
- It was noticed that one of the cameras wasn't recording motion detection but was playing live view. That certain channel on one of the DVR's was not set to record motion.
- Created domain and Email accounts for a new RN.
- Had to setup email on Kitchen tablet, to be able to email pictures taken from it.
- Captain could not download selected video footage. The destination he was trying to save to was full. Was able to free up about 21 GB.
- Applied GP to DOC PU to set Browser default settings.
- Completed OS update to latest on 3 DOC systems.
- Updated 2 computers to the latest version of windows.
- Uninstalled some old software that was no longer needed on two computers.

HR – Human Resources

- Added an employee's email to the 'All Employee's Email' Contact list. And also removed one.
- Whitelisted an email address that an employee was expecting, which got blocked by spam.

FA – Farm

- An employee was experiencing input lag with their keyboard. Moving the wireless receiver to a different USB port and reinstalling drivers has fixed the issue.
- Completed move of Farm Managers system and office items to new office. Setup local printer, phone, etc.

IT – Department of Information Technology

- Over the weekend, many laptops were imaged and listed as sell-able in our system. Only five more laptops to go as of 12/14.
- Replaced battery in UPS that was received from an office in the nursing home.
- Backed up videos that were requested by administrator of the Nursing Home. This backup was done post usage of the videos.
- Fixed an error with an enacted policy for a certain group of computers.
- Finished prepping retired laptops as of 12/21/19. There are 27 of them. One is missing a charger. There are currently 11 laptops and 5 desktops usable for spare parts.
- Finished prepping retired desktops on 12/29/19. There are plenty of keyboard and mice sets as well as cords and monitors for these desktops.
- Implemented a fix for a potential security hole in our asset tracking software.
- Installed monthly security Server Updates for January.
- Replaced battery in a UPS.
- Installed monthly Server Updates for January.
- Deployed security updates for Browsers.
- Worked with associate to create how to documentation on changing user name in mail server without losing emails. Documentation as gave instruction on how to change users domain account and not lose access to users folders.
- Created deployment to disable wireless on desktops in the campus.
- Completed renaming GP in AD to be more user friendly.
- Setup new server for NH Medicaid billing submission
- Updated hardware and OS on system to backup all campus documents. This part of our disaster recovery
- Completed training with associate on replacing a shared system. Training was on ensuring profiles and any local documents get transferred. Plan.
- Sourced a utility to set all user profiles on a system to be the same.
- Reviewed and the approved appropriate OS monthly updates.
- Worked with IT-1 to clean out old and non-working junk from the server room in the nursing home.
- Started a new IT policy with instructions on how to add a user to a tool that allows them to remote into some of the campus systems.
- Brought old UPS batteries to the maintenance department to be disposed of.
- Updated the utility used to track IT assets in the company.
- Rolled out remote management software to 3 computers in different departments.
- Relabeled and organized a deployment package to remove a piece of software from county machines. The package was also tested to work on a variety of scenarios.
- Created a spreadsheet organizing all county computers by department per sheet and each list was in ascending order of operating system version.
- ITM working on Issue with Calendar Event Reminder Alerts not triggering on proper

- reminder date, ongoing.
- ITM working on strategy to upgrade Network Windows Domain Controllers to latest version of Windows Server.

MT – Maintenance

- Assisted an employee from MT with an issue associated with a HVAC control unit, the vendor for the systems used needs to be contacted.
- Created 4 employee profiles for custodians to be able to access Grafton County's email systems.
- Replaced the system in the maintenance room in the Court House with a more updated one to adhere to County standards as well as accommodate some of the new employee profiles.
- Changed the label of two phone extensions around campus to align with what the maintenance department head requested.
- Created a shared folder between the employees for read only access to campus maintenance information.
- Worked with IT-1 to create an environment in which the new 4 employee profiles can use to get some work done.
- Trained custodians on the basics of using spreadsheet and word document software.
- Placed a note on the maintenance computer in the courthouse to keep the computer powered on.
- Fixed an issue with two maintenance computers not showing mapped network drives for some employees.
- Resolved editing of maps, photos for MT staff member. Resolve was changing default photo editor.

NH – Nursing Home

- Replaced a UPS in an employee's shared office. This fixed a computer that would not turn on as well as a printer that would not turn on.
- Configured an employee's computer that defaulted to an old printer that was not used any longer. The old printer was removed and the new one was set as default on their machine.
- One of the large copy machines was unresponsive and would not turn on. The outlet that the printer was plugged into looked to have been tripped. The machine still did not turn on even after the outlet was reset. After testing, the printer was determined to need repair. The people handling that were notified.
- Created a shortcut and modified permissions for an employee to access a network folder.
- Fixed a piece of software used to connect our in house email to a program local to our computers for an employee.
- Mounted a Roku to the back of a TV for the entertainment of some of the residents.
- Replaced a mouse for an employee working in administration.
- Replaced a mouse and keyboard for an employee working in infection control.
- Assisted an employee with finding the location of nursing policies. Once the folder was found, a shortcut was placed on the desktop for easier access.
- Worked with IT-1 to swap out a TV in the nursing home.
- Labeled all of the TV's in the public and dining areas of the nursing home. The remotes

were labeled with the same labels as the TVs.

- Fixed one of the coaxial cables to the TV in the public area of Meadow unit, the TV was unable to display cable channels but can now display them.
- Prepped the area in Maple where their laptops are hosted. The area is prepped for a laptop organizer. unnecessarily long cables were shortened with zip ties and the power strip was mounted to the back of the stand.
- Set up two new email accounts for the new traveling LPNs.
- Reset a password for an employee to be able to log into their desktop.
- Reset a password for an employee to be able to log into their email account. The default password did not work previously. If it does not work again, the account may need to be recreated.
- Setup computer that allows the nursing home admin to view access the nursing home security cameras remotely.
- Completed setup of Web Site link to CDC for in-service director.
- Worked with associate to setup and configure a system for NH admin to remotely check on surveillance cameras.
- Completed transition of MDS coordinator from a desktop to a laptop
- Added exclusion to allowed websites to allow users to view training videos as needed
- Obtained requested emails from archive for director to review.
- Mounted a file divider in one of the nursing home units to organize and charge the employee laptops.
- Cleaned a printer that leaked toner everywhere, papers are finally coming out without a bunch of dust and lines on them.
- Updated 10 computers at the Nursing Home to the latest version of windows.
- Replaced a monitor that appeared to have some damage from a nurses unit.
- Dropped off instructions to a night time supervisor to help a night time employee access their email.

RD – Registrar of Deeds

- Received call on Deeds Wireless AP not working for Deeds Customers. Reviewed unit and found it had lost its configuration. Reset unit to factory defaults, setup new configuration and tested, backed up configuration settings for future access. Was requested to get quote on replacement AP and emailed to Deeds Staff Member.
- Reactivated the new version of Office on Registrar's new PC, and had to run a command to deactivate the preinstalled version.

SO – Sheriff's Office\Dispatch

- Completed setup of Windows profile for new part time detective position. Setup Phone Extension for user and voice mail.
- Completed setup new accounts for remote PD to access GCSO.
- Updated SO Deputies systems.
- Updated Deputies systems to latest OS version
- Received call from MT Department for Assistance with problem with a Phone Line for the Dispatch, work around was put in place from Consolidated Tech and will be replacing line on Monday Jan. 27th 2020.

Supt. Elliott arrived and gave the following report:

Grafton County Commissioners' Meeting

January 28, 2020

Page 6 of 14

Commissioners Report

1. Population:

In House: 67	F Unit: 22
	E Unit: 11
	D Unit: 16
	C Unit: 11
	Intake: 7

Intakes since 7/1/19: 598 Male: 392 Female: 206

a) Electronic Monitoring: 2 (1 FIRRM)

b) Daily Work Release: 0

c) FIRRM: 7 (5 level one- 2 level 2)

d) Pre Trial Services: 12

e) Operation Impact: See attached

f) Community Work Program:

Sergeant Griffin spent his time on the County complex supervising inmates shoveling snow, rebuilding the chicken coop, putting a railing up in the piggery, cleaning the calf barn, cleaning the water pump room, cleaning the pig stalls and chicken cages, cleaning stainless steel pipeline for inspection, fixing the calf pens and assisted with taking the body off of a truck to fix the gas tank along with doing daily trash chores.

Farm Stand Report – Supt. Elliott handed out a copy of the 2019 Farm Stand report for the Commissioners to review. FM Knapton was also present to answer questions from the Commissioners. They all discussed various items from the report and stated that they are making plans moving forward for next year's crop.

PREA Funding – Supt. Elliott stated that they are looking to get this process done before the current fiscal year ends. He stated that he is requesting to take \$10,000 out of the Corrections Officer Salary line and place it into his training line. He stated that he has the extra funds in the

salary line to transfer. This would help him to get everything in line for the certification and have someone come in to provide the training as well as cover the PREA Audit. He would like to take care of this during this fiscal year and not have to budget for it next year.

MOTION: Commissioner Morris moved to transfer \$10,000 from the Correctional Officer Salary Line to the Training Line. Commissioner Piper seconded the motion and all were in favor.

Notes/Meetings/Tours – Supt. Elliott stated that in mid-December they met with Haverhill Police Chief Alling, the Haverhill Town Manager and CA Libby to discuss people being released and toured the DoC. He stated that Chief Alling is also working to set up a meeting with Horse Meadow Senior Center. Supt. Elliott stated that they went to the New Hampshire State Hospital to testify to have an inmate committed and they were successful. He thanked Assistant County Attorney McClenahan who did all of the work for them. He stated that the inmate is leaving the DoC today to be committed. Supt. Elliott noted that they had their first Stepping Up meeting. He thanked AS Director DePalo for her hard work in setting that up. They will be attending a meeting to see the program in action at the end of the month to get some ideas and bring them back to Grafton County. Supt. Elliott stated that the DoC hosted the monthly Department Head meeting and he gave the Department Heads a tour as some of them have never seen the inside of the facility before. He noted that he also participated in the US Census. They came to the facility and picked ten (10) inmates at random to participate.

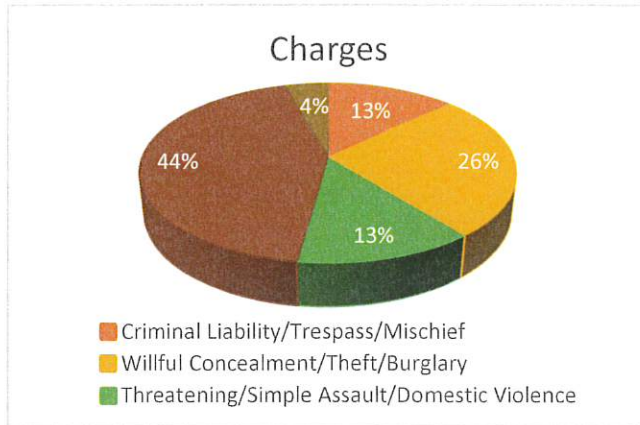
Inmates/Mental Health – He stated that there has been an upward trend of mentally ill inmates in the facility. They currently have seven (7) inmates that require much tighter supervision, treatment and medication. He stated that they have utilized the Secure Psychiatric Unit in Concord twice recently. They have one (1) inmate on the waiting list and one being admitted today. He stated he has reached out to AS Director DePalo and she has offered to come over with her Mental Health Coordinator once a week and help where they can. He has also reached out to West Central Behavioral Health in an attempt to update their contract.

Commissioner Piper asked Supt. Elliott if things were working out with his department in terms of the new milking schedule at the farm. She asked him to please let the Commissioners know if any issues arose.

Alternative Sentencing Director DePalo arrived and gave the following report:

AS Director DePalo stated that she has brought Nicole Mitchell, their LADC who was hired in October, with her to meet the Commissioners.

Director's Report: This month all clinical staff attended the NH Behavioral Health Summit in Manchester NH. There were many breakout sessions that were specific to the work we do through GCAS as well as some to assist us in understanding the Doorways and IDN better. General consensus from staff was the summit was beneficial and they were able to network with others proving the same work and bounce ideas around. We continue to struggle in obtaining the LADC for our staff member. In reading



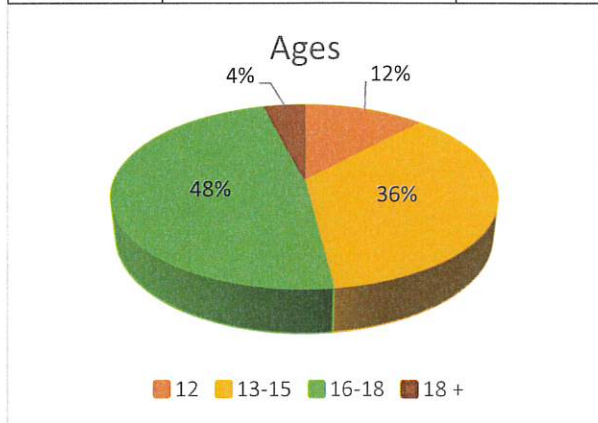
the rules our LADC should have been given a temporary license while her LADC application is under review and she completes all requirements for NH.

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	Cases Returned
CADY	5	0	0	0
VCD	4	0	1	0
GCJRJ	11	1	1	0
TOTALS	20	1	2	0



This month we received our first juvenile from Lebanon which is a shift, but were happy to have some juvenile cases in that area. CADY and VCD have sent their numbers from 2017 on and we are working correcting data previously submitted. All programs are now reading and submitting the data the same. Working within the school is assisting them to refer cases and have case reviews as well as work within the school on the juvenile needs. The Littleton school district is looking to add a Board Certified Behavior Analysis to their staff with the upcoming budget cycle.

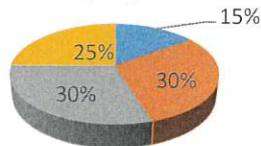
Adult Diversion & Program

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.

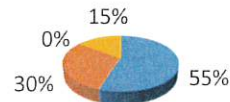
Program	Active Participants	New Participants	Graduated	Fees	Prospective Participants
Felony	19	1	0	\$1540.35	6
Misdemeanor	2	0	0	\$40	2

Geographics



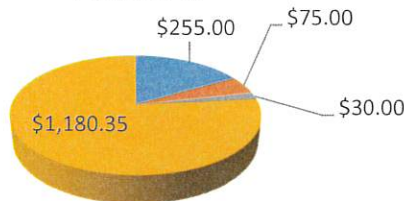
■ Littleton ■ Lebanon ■ Plymouth ■ Out Of State

Plea to Acceptance



■ 0-30 days ■ 31-60 days ■ 61-89 days ■ 90+ days

Amount



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

This month we had a completion ceremony in which two Felony participants and our first Misdemeanor participant completed their programming. Each participant who completes is required to write a short reflective essay and read it in front of the group. All participants did an amazing job and we are excited to see them complete. We continue to struggling with reaching prospective participants due to number and address changes but we are working to make contact within 48 hours of plea in hopes to decrease the amount of time on the prospective list.

We are working with VCD to get a better understanding of the adult diversion program they have as they receive referrals from Grafton County.

C.A.R.E & C.A.R.E+

The Grafton County C.A.R.E+ Program designed to support individuals who have been convicted and are under supervision to connect to services and stay active in a therapeutic environment. C.A.R.E+ stands for Community, Assessment, Re-Entry and Education + Supervision, the focus of this program is to assist individuals in giving back to their community while creating a successful foundation and becoming a productive member of society.

Program	Current	New	Completed	Program Fees	Prospective
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C.A.R.E	8	3	0	\$0	1
C.A.R.E+					

We have noticed an increase in referrals for those who are court ordered for a LADC evaluation. Not all of these referrals will remain within the program it will depend on their recommendations.

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
ASSERT Littleton	5	0	2	2	0
HOH Lebanon	13	1	4	4	2
PMHC Plymouth	5	1	0	2	1
TOTALS	23	2	6	8	3

This month we conducted our Case Managers training which was well received. Each case manager was able to ask questions to better understand their position as well as the phases as they have been rolled out. All expressed delight with the phases and stated it helps set clear and conscience boundaries for participants as well as keeps the therapist/case managers on task. The MH Coordinator continues to attend the weekly Governs Commission to improve MH Courts across NH. Hopefully soon they will have some resolutions that can be brought back to the counties for sharing.

Budget Report

Note an increase in AD payments increased as multiple participants paid their program fees but there were quite a few positive UA fees. GCAS would like to see about starting an IOP program 3 days per week for 3 hours per day for those individuals who have a significant substance addiction and struggle with sobriety.

	JUL	AUG	SEP	OCT	NOV	DEC
JRJ	---	\$3,000	---	\$200	\$750	\$100
AD	\$105	\$499.93	\$785	\$290	\$150	\$1180.35
MISSED	---	\$50	---	---	\$125	\$75
LATE	---	\$15	\$30	\$15	---	\$30
+ UA's	---	\$275	\$375	\$50	\$70	\$255

MRT	\$35	\$175	\$105	---	\$35	\$35
CARE	---	---	---	---	---	---
MISSED	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---
BDAS	\$2,450.80	\$2,544.51	\$2,715.26	\$5773.90	\$4725.69	\$4405.50
Totals	\$2590.80	\$6559.44	\$4010.26	\$6328.90	\$5855.69	\$6080.85

AS Director DePalo discussed the Stepping Up Initiative with the Commissioners and what they are currently working on within that task force. The goal of this task force is to reduce the number of individuals with mental health disorders that are incarcerated in the County. She stated that she and Supt. Elliott have set up a task force of individuals who are trying to figure out where these issues are coming from. She stated that one issue is education to law enforcement and them not knowing what their options are. They also have community members who do not know their rights and options. She stated that a lot of it is education but it is also learning how to deal with people inside the DoC as well. She stated that one of the biggest issues is that they do not have a mental health worker inside the facility. The psychiatrist from West Central Behavioral Health comes twice a month and prescribes medications but it is not known whether the inmates take the medications like they are supposed to. She stated that she will be going to Merrimack County with Supt. Elliott and Lt. Alling. Merrimack County has been deemed a leader in the Stepping Up Initiative. They have been invited to sit in on one of their meetings on January 31st. She stated that they have a list of questions that they will be bringing with them. She noted that there are many differences between Merrimack County and Grafton County that she will be taking into consideration.

AS Director stated that she will be going to the DoC tomorrow to meet with Supt. Elliott regarding their inmates with mental health issues. She stated that they need to identify the cause of these issues and find out whether they can provide the staff with some training on how to deal with these issues or if there is something they can provide help for directly to the inmates. She stated that the DoC needs a Mental Health Clinician in house to deal with these issues. She stated that right now all they have is Substance Abuse Counseling which is not the answer to these issues. She stated that as they look to address these issues Supt. Elliott may need to add this position to his budget.

AS Director DePalo submitted an Out of State Travel Request for Mental Health Coordinator Shelly Golden to attend the 2020 Mental Health Court Conference in Duluth, MN May 5-7. The Mental Health Court Conference is a national conference designed to promote communication and best standards across the US. This will be the first MHC conference that Grafton County AS has attended since its inception. This conference is happening at a crucial time as we work with NH Governor to set best practice and NH standards for MHC. AS Director DePalo stated that the conference itself is free. The County would need to fund hotel

accommodations and round trip air fare. The calculated cost for those is \$610 for two nights. Currently GCAS has over \$2000 left in the training and education fund.

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

Commissioner Lauer asked if everyone had a chance to read the minutes from the January 23rd meeting.

MOTION: Commissioner Morris moved to approve the minutes from the January 23rd meeting. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers: 34-35; 1110-1116.

CA Libby submitted an Educational Assistance Application for an employee in the Department of Corrections.

MOTION: Commissioner Piper moved to approve the Educational Assistance Application. Commissioner Morris seconded the motion and all were in favor.

CA Libby stated that the RFP for the Audit has been sent out. Bids are due February 7th and will be opened on the 11th. She stated that she will then review the bids and return the following week with a recommendation.

CA Libby stated that after the Commissioners meeting last week, HR Director Clough, NHA Labore and herself met with N. Manolis as a kick off meeting. They have scheduled multiple meetings. N. Manolis will be here February 3rd to meet with NHA Labore and his Department Heads to go over survey results and give them some information as to what is going to be done with this program. They are in the process of scheduling the Courtesy, Civility and Respect workshops for February 12th and 19th. There will be more days scheduled and they will have three (3) to four (4) sessions per day. These sessions are mandatory. CA Libby, HR Director Clough and NHA Labore will have their second meeting with N. Manolis on February 19th so they can maximize the time that he is here. He will update the Commissioners on their progress in April.

CA Libby noted that next week's meeting will be at the Nursing Home Country Café. She stated that moving forward the first meeting of each month will be held at the Country Café and at the conclusion of those meetings the Commissioners will take time to visit a floor each month to meet the staff and talk with them.

Steering Committee Meeting Update – CA Libby stated that on Friday she attended the Steering Committee meeting via phone. She stated that the initial purpose of the meeting was to discuss cost shifting from the State down to the Counties. There was a discussion about if all ten (10) counties want to collectively send a letter to the state to sit down and talk with them before the next budget cycle starts. The group felt it was important that they knew the majority of the Boards of Commissioners from each County were on board with this before the Steering

Committee did all of this work. This will be on the agenda for the next Commissioner Council's meeting. She noted that there was also a discussion surrounding the Opioid Lawsuit. CA Libby stated that Commissioner Weed wanted to get all of the Counties together that have opted out of the lawsuit because they are co-represented by Napoli and Bonsignore to see if they can figure out where they are going from here. There is frustration on the part of the Steering Committee about the way that the counties are being represented at the AG's Office. Jim Bofetti will be at the February 7th NHAC Executive Committee meeting to discuss the Opioid lawsuit from the State's perspective. A formal Opioid Committee with representation from each county is expected to be voted on at the 2/7/20 meeting as well.

Commissioner Morris stated that she is meeting with many people and getting a lot of feedback regarding sustainable energy. She feels that maybe a task force isn't going to be necessary. She stated that she has been meeting one on one with people and getting names of who they would want to get involved in conversation about sustainable energy. She stated that she feels it would be worthwhile to have some of these people come into a Commissioner meeting and discuss these issues with the Commissioners. She noted that her goal is to have a public dialog come September to discuss sustainable energy.

Commissioner Lauer stated that there was a nice letter to the editor in last Thursday's Valley News about the Nursing Home from a spouse of a former resident talking about their positive experience with the Nursing Home.

10:29 AM With no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read 'Marcia Morris', with a long, sweeping horizontal line extending to the right.

Marcia Morris,
Clerk