

GRAFTON COUNTY COMMISSIONERS' MEETING
Department of Corrections
North Haverhill, NH 03774
October 22, 2019

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

OTHERS PRESENT: Maintenance Supt. Oakes, Register of Deeds Monahan, IT Manager Ruggles, AS Director DePalo, DoC Supt. Elliott, Sgt. Harness

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

Register of Deeds Monahan arrived and gave the following report:

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
October 22, 2019**

September Revenue

County Revenue 9/2009 \$ 79,523.88	State Revenue 9/2009 \$ 443,381.76
County Revenue 9/2010 \$ 91,360.22	State Revenue 9/2010 \$ 509,792.64
County Revenue 9//2011 \$ 68,850.10	State Revenue 9/2011 \$ 566,395.12
County Revenue 9/2012 \$ 80,461.58	State Revenue 9/2012 \$ 530,544.56
County Revenue 9/2013 \$ 87,560.35	State Revenue 9/2013 \$ 719,801.28
County Revenue 9/2014 \$ 79,919.87	State Revenue 9/2014 \$ 696,111.35
County Revenue 9/2015 \$ 84,231.51	State Revenue 9/2015 \$ 671,610.29
County Revenue 9/2016 \$ 91,677.13	State Revenue 9/2016 \$ 743,402.28
County Revenue 9/2017 \$ 89,844.07	State Revenue 9/2017 \$ 769,602.24
County Revenue 9/2018 \$ 87,259.79	State Revenue 9/2018 \$ 929,124.48
County Revenue 9/2019 \$ 93,182.00	State Revenue 9/2019 \$ 988,372.80

Foreclosures

2009 157 year to date
2010 167 year to date
2011 170 year to date
2012 144 year to date
2013 112 year to date
2014 118 year to date
2015 71 year to date
2016 81 year to date
2017 53 year to date
2018 32 year to date
2019 324 – 280 = 44 normal year to date (unusual activity on time-share foreclosures)

1. I submitted my FY2019 Annual report, which focused on the software conversion and revenue.
2. On 10/8/2019 I spoke at the Bristol Area Senior Center on fraud and protections. On 10/17/2019 I spoke to Littleton Area Senior Center. I will speak at Horse Meadow today at 10:00. Orford will be 11/5/2019, Plymouth 11/7/2019 and Lebanon/Upper Valley 11/18/2019.
3. I attended the NH Association of Counties Conference in Meredith last week. Our affiliate brought in two speakers on the conservation of historic documents and the modern dangers associated with digital storage. We met with the outgoing liaison from the NHLSA New Hampshire Land Surveyors Association, David Collier who introduced us to the new liaison, Cynthia Boisvert. We had a good discussion on shared concerns. Of the eight previous conferences that I have attended, this one was very well done. I will share my thoughts with leadership.
4. Vermont State Government is dealing with a dispute on public records access. Recently a man was in our office photographing the documents from the public computer stations. I did not interrupt him. He was being disruptive and complaining, as our new program enlarges the image to be larger than one page. No longer is an entire page visible on the screen, multiple photos will be required to reproduce the image of the document.

In FY20 we made \$94,573.50 on copies at \$1.00 per page and an additional \$20,113.50 from the on-line convenience system Tapestry. The taxpayer of Grafton County has invested in the protection of these records for 246 years and I believe that the revenue generated by reproduction should help to preserve them for the future. We are the only government office that is obligated with preserving records in perpetuity.

5. The full Commerce Committee will vote on HB601 tomorrow, Wednesday October 23, 2019. I have signed a letter requesting ITL along with many other NH Registers of Deeds.

Respectfully submitted,

Kelley J. Monahan

IT Manager Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
October 22th, 2019

Summary\Highlights: The IT team completed the replacement of 7 remaining Windows 7 PC's to Windows 10 at the Sheriff's Office.

Employee Relocation's - Completed move for employee J Sutherland from Commissioners' Office to Department of Corrections, L Lackie from Accounts Payable to Payroll and configured revoked and invoked new security permissions, setup new user profiles and software access and changed phones.

New Hires - Setup New Laptop, phone and completed basic IT training for new Attorney at Attorneys' Office. Alternative Sentencing Department added a new Licensed Alcohol and Drug Abuse Counselor, new laptop was procured, configured and setup and phone system was updated.

Jason Richardson our Help Desk Specialist completed many rebuilds of older replaced Windows 7 systems to remove all old software and data and reformat hard drives and prepare the units for an upcoming resale of older IT equipment.

ITM worked with Vendor's on the DoC EMAR project to finalize some issues with data transfers and we are looking at a startup date the last week of October.

6 new Windows 10 replacement laptops were ordered and received for the Nursing Home, these will be replaced in the next month and this will conclude the Campus Wide upgrade project that started 3 years ago to meet end of life of Windows 7.

AO – Attorneys' Office

- VicWit employee reported that when she opened and tried to print a PDF it had borders around it.
- Moved Attorney into new office.
- Case Intake and an Attorney swapped offices. Disconnected and re-connected all IT devices to new locations.
- A couple employees reported that they cannot get to sign in page of Prosecution web console. It was an issue with the web browser they were using. Looked like it was due to OS Updates that were pending reboots.
- Worked with Support Staff employee to get the main Auto-Attendant greeting re-recorded, due to Investigator departure.
- Support Staff employee was experiencing hangs when working within web-based software. Ran a few Utilities and disabled a couple Startup items.
- Connected an unused Label Writer to one of the VicWit Assistant's PC's. Shared it out and installed it on other necessary employee's computers.
- Reset the web browser homepage on one of the Attorney's laptops.
- Looked once again into an ongoing issue with Support Staff's PC, and issues with running web-based applications right after startup. Looks like the issue was due to a cleanup utility running at startup.
- Created a separate account for Support Staff employee to login to their A/V software.
- Attorney renamed file name in web interface. There were multiple periods (.)'s included in the file name. And the database only supports an older document extension.
- Setup a new laptop for a new Attorney. Got it connected in her office.
- Adjusted print driver on new Attorney's laptop to print to a folder in the printer. Also made some changes to her web browser to allow to open documents from the web application.
- Ran some utilities on an Attorney's laptop, while she was working remotely. Was reported that her screen goes discolored and stops responding. Will try a couple other things when she is back in the office.

- Resolved issue with Audio files not playing completely from external DVD/CD player. Copied files off CD and moved them to the attorney's desktop in folder. Attorney's assistant said that they were playing completely from the desktop folder.
- Completed setup of scan to email for Attorney.
- Installed compression/decompression software for Office administrator to extract files from evidence file sent from State Police.
- Completed setup of upgraded windows 10 laptop for support staff member.
- Assisted an employee with fixing a key combo associated with a shortcut on her computer.
- Worked with IT-3 to map a label writing device to multiple employees' computers.
- Worked with IT-3 to configure one of the printers to have a folder of print jobs for an employee.
- Uninstalled the virus protection software from the first courtroom laptop and decommissioned the laptop
- Uninstalled the virus protection software from the second courtroom laptop and decommissioned the laptop
- Freshened up an old attorney laptop from AO that was used in a court room:
 - Installed a fresh copy of Windows on the laptop
 - Installed all relevant updates to the laptop
 - Installed relevant software to keep the laptop properly maintained
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AS – Alternative Sentencing

- Put image on SSD in Case Manager's old laptop, to be used as a spare. Also added more RAM
- Setup new laptop for new LADC. Put it in place at her workstation with dock station, phone, and peripherals.
- Shared LADC's Inbox with AS Director.
- Replaced UPS in LADC's office.
- Performed Computer, Network, and email training with new LADC.
- Set print driver on Case Manager's laptop to print double-sided.
- Added new LADC to the scan-to-email list on the MFP.
- Assisted Admin Assistant to record new Auto-Attendant greeting.
- Freshened up a laptop from AS:
 - Installed a fresh copy of Windows on the laptop
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CE – UNH Cooperative Extension

- Assisted User with replacing new battery in their UNH Laptop, new battery was larger but was able to make it fit and connect.

CO – Commissioners' Office

- Gave employee access to Desktop of recording laptop, and created shortcut on her own laptop.
- Built Profile of current AP employee on PC in Payroll office.
- Swapped a couple phones locations. Renamed one of those extensions.
- Adjusted Button Programming on employees phone to remove one soft key entry and replace with another employee's extension.
- Resolved issue for executive secretary accessing recording laptop remotely. Access permissions needed to be modified.
- Updated system to windows 10 to be used by treasurer.
- Imaged contents of user's computer to a solid state drive from a traditional hard drive for increased performance. Old hard drive is to be recycled.
- Mapped out label printer to a user's profile on their computer.
- Worked with employee to fix issues with spare courtroom laptops where the laptops were unable to open .PDF files through the attorney's software.
- Worked to configure a scanner for an employee. It turns out the one touch buttons on the scanner cannot perform a few of the more advanced functions that the employee needed but a workflow compromise was made. The employee so far has said that the current configuration will work.
- Mapped a label printer to an employee's computer
- Assisted employee that experienced an error not allowing the computer to print. The document being worked with needed to be saved, then the program being used to print the employee's report worked properly.
- Generated a report based on an employee's internet usage. This was a demonstration report generation for the IT department head.

DoC – Department of Corrections

- Copied database from Central Database Server to SMU tablet.
- Involved in call with Commissary Vendor to get software installed on PC with the new

Admin employee's OS profile.

- Copied database from the central door-lock security server to the SMU tablet.
- Changed phone extension name to reflect Medical staff change.
- Had to install a download from the call recording web account, so new Admin employee can burn audio files to media.
- Replaced phone for Community Corrections LT.
- Assisted LT to record new greeting for Community Corrections Auto-Attendant.
- Send a shared document on P: to Desktop of two kitchen workers.
- Nurse was trying to access an educational course, but a certain browser plug-in was not allowed to run, to access the course. Remoted in and allowed that plug-in to run.
- Set up accounts for new Medical Director.
- Completed Windows and Kerio training for new Medical Director.
- Changed access rights on a shared Calendar for the Medical Director. This allows her to manage the Calendar.
- Trained associate to set permissions on folders for kitchen staff.
- Swapped around the desktops in an employee's office so the employee was able to work in a more convenient location.
- Changed battery in UPS in maintenance.
- Swapped keyboard and mouse for an employee. Old keyboard had very strange ergonomics.
- Shadowed IT-3 with investigating a computer that couldn't print. Turns out, an older printer was mapped to the device instead of the new one.
- Created and placed labels for DoC machine used to aid with processing inmates.
- Backed up a computer in the admin office. This computer will be used as the first test guinea pig for our Windows 10 upgrade deployment roll-out.
- Tested out new Windows upgrading script, the computer upgraded successfully. After a quick sweep of the settings and programs, it looks like this will be a very viable way to upgrade older versions of windows.

HR – Human Resources

- Whitelisted emails coming from a job search website.
- One of the templates for the ID Card maker started pointing to a file that didn't exist. Had to re-import the template.

FA – Farm

- Resolved email issued for Farm staff. Staff member had email captured in Email Security device that he was expecting. Confirmed valid sender and released email.

IT – Department of Information Technology

- Exported an extension list to a spreadsheet format, for the replacement Admin/Financial Assistant.
- Removed AV and dis-joined prior AS LADC laptop from the domain.

- Renamed phone extensions to reflect a transfer of Commissioner Office employee to the DoC.
- Made change to IT phone extension to list it in the Directory.
- Installed and configured a new style WAP in the Admin Building 2nd floor South Hallway.
- Generated a file in our Google Admin account to be able to scan Chrome Devices in our Network Inventory software.
- Rebooted remote Users Firewall when performing reboots on SO servers.
- Worked with vendor to create a conference bridge for our VoIP system.
- Install latest version of the OS on my own laptop. Had to reinstall the remote administration tools.
- Made some frequency changes to the new WAP in the Admin Building.
- Completed update of DSM on NAS devices.
- Approved OS updates for October 2019.
- Deployed updates for Campus computers OS.
- Deployed updates for browsers.
- Removed A\V client from retired SO systems to regain A\V license.
- Created and implemented Group Policy to manage browser settings on MT computers.
- Removed A/V from retired SO systems to gain back license.
- Did on-going training with new hire throughout the month.
- Created deployment package to change default PDF reader.
- Created deployment package to change system cleaning utilities.
- Created deployment package to remotely updated Computers OS to the latest version of OS available.
- Completed Annual Performance Reviews on 2 IT Staff Members.
- Reviewed demonstration on a piece of security software.
- Researched and found a fix that applies to installing software on freshly imaged Windows 7 machines.
- Discovered email filtering techniques to auto assign help desk tickets based on subject text.
- Replaced a battery in a 750U Tripp-Lite.
- Timed and tested install for Windows 10 version 1903
- Unboxed Tripp-Lite batteries and Dell Laptops, put new Tripp-Lites with the working ones. Dropped off Laptops with IT-2 to be configured for employees.
- Worked with IT-2 to develop a script that will remotely and surely upgrade all of the computers on campus to the latest build of Windows
- Investigated and compiled a list of all computers running old software pieces that we are going to attempt to upgrade and get matched with the newer computers.
- Worked on setting up help desk software to handle IT issues on campus.
 - Researched software to handle help desk requests.
 - Set up a help desk email for the IT dept.
 - Worked with IT-1 to figure out what may be blocking our help desk software from linking to our email.
 - Changes were made in our networking configuration, we successfully linked up the

- help desk email to our help desk software
- Changed the generic help desk signature from the defaults to something more relevant.
- Found the contact information for a vendor of one of the software pieces that we use for management.
 - Tried to contact vendor but was unable to, after further digging, it turns out that contact was made outside of operating hours, an attempt to contact them again will be made.
 - Turns out that the contact information was only for sales. An email was sent for a ticket to be created for our issue.
 - Requested that ticket be closed because the issue was solved.

MT – Maintenance

- Completed replacement of failed Laptop used at the Bio plant.
- Assisted HVAC contractor with secure egress to network.
- Assisted IT-2 with replacing a computer at the biomass plant with a temporary one.
- Upgraded laptop from biomass plant to Windows 10.

NH – Nursing Home

- Added new MDS Printer to our Print Server. Removed the old one.
- Installed latest version of PDF editor on NH Admin's laptop and transferred activation key from his old laptop.
- One of the Surveillance cameras was down and had a status of Offline. I determined what switch and port it was plugged into. Re-seated the Ethernet cord and the camera came back up.
- Installed Surveillance Client on Administrator's laptop. Had to create a DHCP Reservation to get access to the Surveillance Network.
- Reset email p/w for Traveling Nurse on Meadow.
- Created a new login for an employee to access the Surveillance application.
- Learned out how to set up printing to Network printers in the Chromebook Admin Console.
- Reset p/w for employee's surveillance client, after a new PC was issued.
- Worked with associate to trouble shoot and install, and deploy replacement printer for MDS users.
- Put new system in place for transcription clerk.
- Reset password for RN.
- Resolved PDF issue for CFO. Changed the way PDF files were opened.
- Resolved printing issue, Printer needed restart.
- Completed update software used by CFO and staff for submissions.
- Resolved booting issue on laptop for staff member after updates.
- Installed a new printer in the MDS office, worked with IT-2 to configure the printer through remote administration tools, discovered that the new printer was incompatible

with the paper tray attachment that the first printer had.

- Dropped off and partially set up a new computer and audio recorder in a NH office with IT-2.
 - Changed some of the networking in the office to allow for a PC that needs to be setup to connect to the network.
- Assisted employee remotely with burning needed files to a disc.
- Wrote instructions and delivered note to employee to reset an email password, login to email, change password to a desired password, and test to make sure that the password change was successful.
- Trained MNA on the use of our Email services. I gave her our extension if she has any questions.
- Set up 3 email accounts for traveling nurses.
- Compiled a list of email users that haven't logged into their email for a prolonged period of time. I inquired as to whether or not the accounts were important or being used, and then deleted the ones that weren't
- Trained a traveling employee on our email systems, reset their password, and made sure they didn't have any questions
- Wrote instructions and delivered note to employee to reset an email password, login to email, change password to a desired password, and test to make sure that the password change was successful.
- Created an email account for a traveling nurse.
- Helped tune up an employee's computer in the NH. The computer was not set to our normal standards of auto-cleaning so the settings were changed to make the computer auto-clean properly again.
- An employee's computer was stuck in recovery mode. When investigated, the computer booted up fine as well as persisted to be okay on reboot. A tune-up was done to the computer; it is running well.
- Replaced a Tripp-Lite UPS in purchasing agent's office.
- Mapped a printer to one of the computers on the second floor in the nursing home. A test print was done in the user's normal environment.
- Retrieved an old employee's desktop and refreshed it by installing a fresh copy of Windows 7 as well as relevant software
- Trained two new traveling employees on the workings of our in house email system.
- Shadowed IT-1 with investigating a Time Clock issue. The Time Clock is connected to an outside circuit that was under maintenance. The Time Clock needs to be moved to a different circuit.

RD – Registrar of Deeds

- Researched pricing on Internet Connection for Registrar of Deeds

SO – Sheriff's Office\Dispatch

- Retrieved download of college transcripts that the Sheriff requested. And confirmed they

got printed out.

- Brought over new phone cord and handset for a desk phone at the Civil/Criminal workstation. Was having poor call quality, and was crackling.
- Sheriff Sgt's email was overloading email logs with errors. Removed his email off his cell phone, remove that mobile device from his webmail settings, and re-add his email to his phone.
- Performed Monthly Updates on all Sheriff's servers.
- Completed setup of replacements systems for SO and put the (7) systems in place.
- Deleted and re-created profile for PD officer to resolve document upload issue. Officer also had a large number of files on their desktop. Officer was asked to remove them.
- Deleted and re-created Profile for Special deputy to try to resolve performance issues.
- Changed detective's account name at his request and reset login password.
- Completed wiping of Laptop used by detective.
- Worked with Director to get fax server software and camera viewing software running on new computer.
- Checked out the AV I/O in preparation of setting up the new computers in the office.
- Unboxed and put together 4 of the total amount of systems to be replaced in the SO.
- Deployed 7 out of the 7 new systems in the SO with IT-2.
- Reconditioned 3 desktops from the Sheriff's office. On each computer, I reinstalled Windows 7 and installed relevant software and drivers to keep the computer working.
- Decommissioned a laptop from the SO by removing relevant software and disconnecting it from the network.
- Reconditioned a laptop from the SO by installing a fresh copy of Windows 7 on it.

TR – Training

- Shown a new method of how to manage and configure computers to be added to the network.
- Shown a method of adding a printer and configuring it remotely once it is plugged into the network.
- Shared knowledge of configuration of Panasonic scanners to the rest of the IT team, this will be the new standard configuration of the scanners.
- Shadowed ITM and worked on multiple things:
 - Trained on sharing a printer from one user to another.
 - Trained on sharing email folders through our email system from one user to another.
 - Checked out the new interface on an inmate processing machine.
 - Checked out the interface of software used to book inmates.

ITM Ruggles noted concerns with news he just received regarding the State of New Hampshire implementing an E-Filing system for the Courts. He stated that this system was implemented in Rockingham County and the impact was so high on their email system that they did not have the IT resources available to handle the extra load on their system. He stated that this is poorly planned and executed by the State. He requested that Atty. Hornick get in contact with someone at the State so they can find out, from an IT perspective, what is going on. He further discussed

his concerns and the Commissioners requested that he put all of his concerns in writing for them to have.

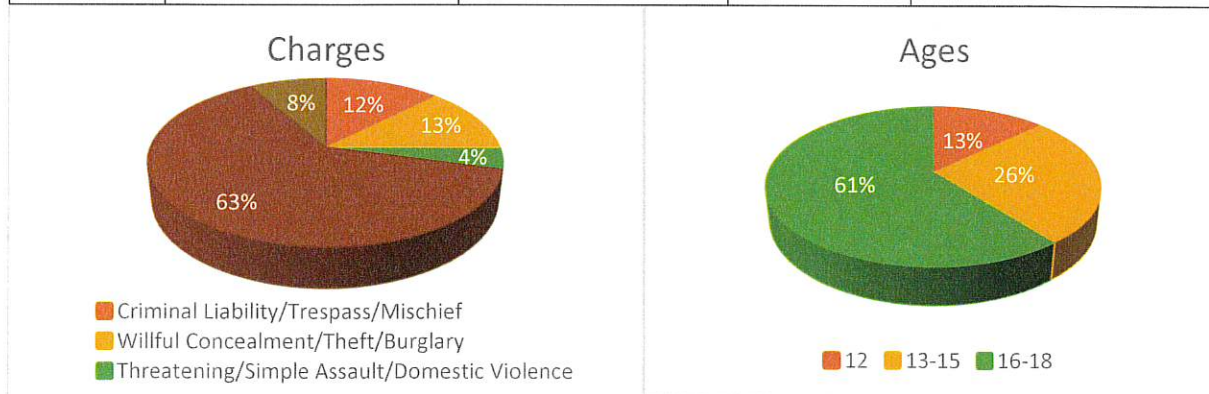
Alternative Sentencing Director DePalo arrived and gave the following report:

Director's Report: October 10th our new LADC, Nicole Mitchell began working with us. She comes to us from Valley Vista where she worked for 10 years, directing their residential programs. Nicole will bring a wealth of knowledge around addiction and treatment facilities with her and we look forward to having her on board. Director will participate in The NH Association of Counties conference in October. The new LADC and Mental Health Coordinator will participate in MRT training the week of the 21st.

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	3	0	0	0
VCD	11	1	0	0
GCJRJ	9	0	0	0
TOTALS	23	1	0	0



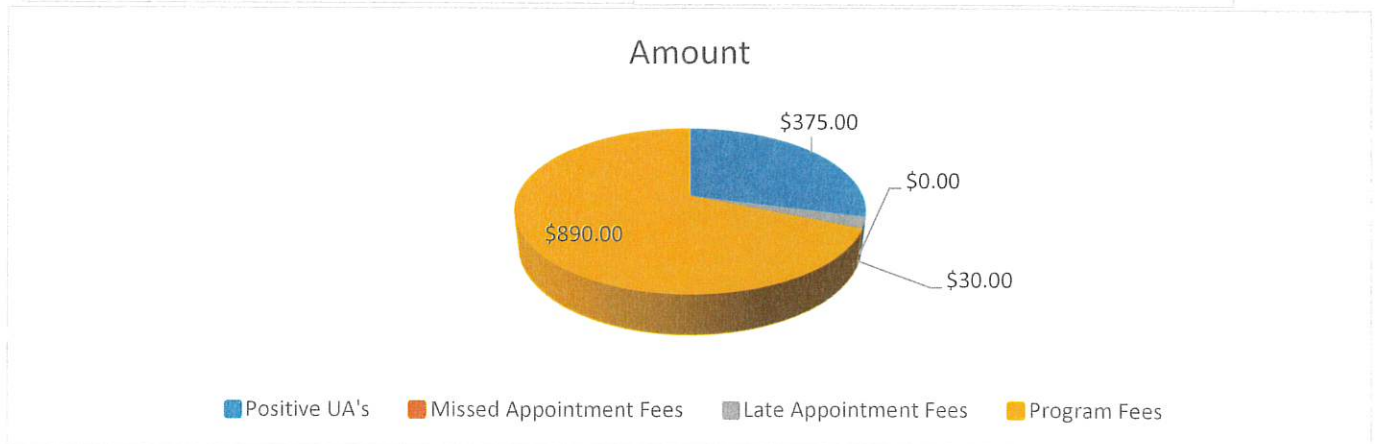
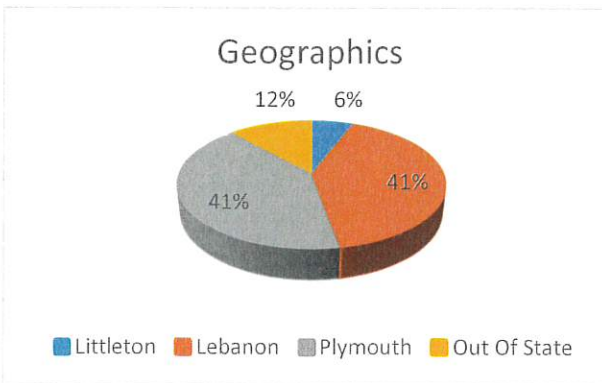
Community education continues to be important. The director has created two new brochures regarding 'sexting' and 'vaping' which once approved will be given to all County police departments and schools who are interested in sharing them. The juvenile panel members have requested additional training in mental health related illnesses as well as supports in the county for juveniles and their families. These trainings will be scheduled within the upcoming month.

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	13	3	0	\$1295	9
Misdemeanor	2	0	0	\$140	2



The director has been working to obtain data alongside of the County Attorney's office from the past few years. We are looking to obtain accurate recidivism rates for all programs under alternative sentencing. Pending the results of the data we will add trainings for staff and appropriate programs for participants. We continue to work with public defenders and asst. county attorneys to ensure all participants are getting assessed and into our programs in a timely manner.

C.A.R.E

There are currently 11 participants in the C.A.R.E program, each working towards different goals. Currently three of these participants are receiving inpatient treatment which and we will

coordinate care upon their discharge. Two participants are getting close to their supervision ending, we are working with them to ensure they have mental health and substance abuse care post discharge through MAT programs as well as community mental health centers.

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	7	0	2	4	0
HOH Lebanon	11	0	3	8	0
PMHC Plymouth	4	0	0	5	1
TOTALS	25	3	5	17	3

Mental Health Court is working to create and offer a Case Management training for November. This training will review best practices, the new phases and other pertinent information for MHC case managers. The MHC coordinator was appointed by Governor Sununu to his commission to study expanding the mental health court system in NH, his letter is attached. We are pleased to have our staff be recognized and thought so highly of and we know she will advocate for the best outcomes for all of our clients.

Budget Report

September revenue decreased as SBIRT payments are quarterly. Diversion payments increased along with positive UA fees and MRT enrollment. BDAS payments continue to fall in the normal range.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
JRJ	\$300	\$125	---	---	\$6,000	\$100	---	\$3,000	---
AD	\$905	\$510	\$395	\$515	\$840	\$270	\$105	\$499.93	\$785
MISSED	---	\$65	\$65	---	\$24	---	---	\$50	---
LATE	---	---	---	---	---	---	---	\$15	\$30
+ UA's	\$100	\$50	\$50	---	---	---	---	\$275	\$375
MRT	---	---	---	\$105	\$35	---	\$35	\$175	\$105
CARE	---	---	---	---	---	---	---	---	---
MISSED	---	---	---	---	---	---	---	---	---
+ UA's	---	---	---	---	---	---	---	---	---
BDAS	\$2,475	\$2,129	\$1,678.6	\$2,675.2	\$4,900.5	\$3,249.4	\$2,450.8	\$2,544.51	\$2,715.26
Totals	\$3,780	\$2,879	\$2,188.6	\$3,295.2	\$11,799.5	\$3,619.4	\$2,590.8	\$6,559.44	\$4010.26

Area F Dayroom – ½ wall that TV's are mounted to is loose. This is a repeat issue and needs a solid repair. I've spoken with Tom Elliott and we've agreed to have a mason install buttresses on each side of the wall to hold it secure. Although unorthodox, it should resolve this issue.

Propane vaporizer – Will not stay lit...bad thermopile. Part ordered.

Propane Tanks – Dead River conducted bar hole and cathodic testing of six under-ground propane tanks. The cathodic test revealed that the anode bags on three tanks are below the protective threshold they provide and thus should be replaced. The report from Dead River is conflicting and they have yet to send their tech who did the inspection here so I can speak with him to get clarification. After numerous calls they have yet to send a tech. We have since purchase our own testing equipment and did the inspections our self. Our test results show there is nothing wrong with the anodes.

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

BIOMASS PLANT

Preventative Maintenance (PM) – Performed various PM tasks throughout.

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Propane tank – Failed cathodic test. Need to dig up and replace anodes

Generator – Royal electric provided me with a quote to replace this building's generator. Their quote is for \$8,726, which is \$4,726 more than what I have in my budget. My department's portion of work will be another \$500 or so. Can we use some of the money left over from the parking lot project to complete this work? I will also get a quote from Power's Generator so we have at least one other competing bid.

VEHICLES & EQUIPMENT

John Deere 4115 – Blackmount has had this tractor in for repair 3-times in the last year for an ongoing issue. This past week they said John Deere no-longer has the parts to repair our issue and that the whole front axle assembly will have to be upgraded to a suitable substitute. The cost of parts is \$1,400. Labor will likely be this amount too, if not more. I've dumped a lot of money into this old tractor over the past year or two and hate to keep throwing more money at it.

Supt. Oakes requested to go into nonpublic session.

MOTION: * 10:17 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 Piper seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”, Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

* 10:49AM Commissioner Piper 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 Piper seconded the motion. Commissioner Piper called the roll. Commissioner Lauer “yes”, Commissioner Piper “yes” Commissioner Morris “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes

DoC Supt. Elliott and Sgt. Harness arrived and gave the following report:

October 22, 2019

Commissioners Report

1. Population:

In House: 59	F Unit: 20
	E Unit: 12
	D Unit: 14
	C Unit: 9
	Intake: 4

Out of Facility: 33

Intakes since 7/1/19: 330 Male: 208 Female: 122

2. Community Corrections Report:

a) Electronic Monitoring: 3 (3 FIRRM)

b) Daily Work Release: 0

c) FIRRM: 4 (1 level one- 3 level 2)

d) Pre Trial Services: 9

e) Operation Impact: See attached

f) Community Work Program:

Sergeant Griffin spent the majority of his time supervising inmates working in the garden and at the farm stand.

General:

a) Operation Impact presentation - Sgt. Harness gave a presentation of the programs that she teaches through Operation Impact. She handed out information to the Commissioners that break down the schools that she has visited in the last year as well as the programs that she teaches.

b) 112th Correctional Academy – Supt. Elliott stated that the 112th Correctional Academy started yesterday and will be graduating November 22nd. There are two (2) officers currently in the academy and two (2) just graduated in the previous academy. Supt. Elliott stated that if these two (2) officers currently in the academy graduate they will have six (6) uncertified officers left in the facility.

c) Intergovernmental Agreement Updated – Supt. Elliott stated that this has been updated from \$54.50 per day to \$84.00 per day for Federal Inmates. He noted that he does not currently have any federal inmates in the facility.

d) Letters of Appreciation - Supt. Elliott left the Commissioners with letters of appreciation they have received from work done over the summer by the work crews.

CA Libby stated that last fall the County entered a Payment in Lieu of Taxes Class Action Lawsuit. She stated that the class action lawsuit has been settled and the County received a settlement check yesterday in the amount of \$3,323.00. The entire settlement was \$17,221,821.00 and there were \$5,767,543.96 in lawyer fees. The total net recovery dispersed to everyone was just under \$11,500,000.

CA Libby stated that they have received their Guaranteed Maximum Rate Increase from HealthTrust for Health Insurance for FY2021 and it is 4.4% or roughly \$200,000 increase.

Primex – Workers' Comp & Property Liability – NTE for FY 2021- CA Libby stated that their Property and Liability rates are decreasing 6.2% and their Workers Comp rates are decreasing 2.9%,

CA Libby submitted a CDBG Drawdown for NHARDC in the amount of \$12,159 for Commissioner Lauer to sign.

CA Libby submitted an Educational Assistance Application for an employee in the DoC who is taking a Counseling Process Techniques class through Southern New Hampshire University that starts next week.

MOTION: Commissioner Piper moved to approve the Educational Assistance

Grafton County Commissioners' Meeting

October 22, 2019

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Application. Commissioner Morris seconded the motion and all were in favor.

September Financial Reports

Monthly Variance Report

Revenue – CA Libby stated that there are many lines that are tracking below revenue and some of the lines below in revenue are due to grants. She noted that most of those are reimbursement grants which means they are below in expenses as well. She stated that this is a very common start to any given fiscal year. She stated that they will receive first quarter bed tax payment of roughly \$365,000 on Friday. Tax bills will go out the end of this week as well. They have borrowed \$2 million so far from their Tax Anticipation Note and CA Libby stated that she does not think they will have to borrow more until the first of November.

Expense – CA Libby explained several departments that are tracking as over-spent at this point and the rationale for that. She stated that there is nothing out of the normal at this point in the fiscal year.

CA Libby stated that she expects that she will have the draft audit this week.

CA Libby stated that they will discuss the IDN Funding and special Delegation meeting next week.

CA Libby reminded the Commissioners that the Employee Recognition Dinner is this Thursday the 24th at 5:30.

CA Libby requested that the Commissioners move their November 12th meeting to November 14th. The Commissioners agreed that they would change their meeting date that week.

Commissioner Issues:

Commissioner Piper stated that she, Commissioner Morris, CA Libby and Supt. Oakes attended the WW&L meeting. All three (3) Commissioners also attended the NHAC Conference.

Commissioner Lauer stated that the following employees received awards at the NHAC Awards Banquet:

Mariah Johnson was named Nursing Home Employee of the Year

Craig Labore – Nursing Home Administrator of the Year.

Karen Clough– Human Resources Administrator of the Year

Superintendent Elliott took the Commissioners on a tour of the facility so that they could conduct their inspection of the Department of Corrections per RSA 30-B:12.

12:48 PM with no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'M. Morris', written in black ink. The signature is positioned above a horizontal line.

Marcia Morris,
Clerk



Grafton County Department of Corrections

Operation Impact Program

3787 Dartmouth College Highway No. Haverhill NH 03774

Phone (603) 787-2041 ext. 3– Fax (603) 787-6008

Community Corrections

rharness@co.grafton.nh.us

Grafton County Department of Corrections is pleased to offer Operation Impact, a **free** jail outreach program for schools, after school programs and teen programs.

Operation Impact consist of a number of distinct presentations listed below to remind students to make good sound choices, each suited for the different grade levels Pre-K-12

Stranger Danger: Grade level K-2; 30 minute class, I will hand out some coloring pages at the end.

Acts of Kindness: Grade level Pre K- 2; 30 minute class. The class will play a bingo game based on a list of Acts of Kindness that the class comes up with. Students will act out the kindness before the bingo square can me marked. Each student will get a kindness pencil.

Tucker Town: Grade level 1-3; a five part presentation where Sgt. Rachel Harness will come into the classroom and read to the students. Students will learn the difference between accepting medications that a trusted adult would give them for their health benefit and illegal drugs that may be offered to them from peers & strangers. In Tucker Town, animals live in beautiful park like surroundings with green grass and flowers. They sleep in quaint little cottages that circle a large swimming pool. The bleachers at one end of the pool are for visitors to enjoy performances by Tucker Town's residents. The animals are behaving like members of a family. All but one is busy with jobs keeping Tucker Town neat and clean. The exception is the seal goofing off in the pool, but this is also typical of family life. Children strongly identify with the Tucker Town characters. They discover that the animal characters learn in the same ways that they learn and that differences between the animals are similar to the differences between themselves. Missy the Fox is a mischief-maker who knows how to persuade others to do her dirty work. Tilley the Turtle suffers from low self-esteem and is unsure of herself. Her contrary is Percy the Penguin, who is self-confident and has natural leadership qualities. The seals Flip and Flop are twins but only in appearance. Flip is warm, gregarious and full of fun, but totally irresponsible. Flop compliments Flip with his sense of responsibility, but he tends to be reserved and introverted. Sgt. Harness will come in each day for five days and read a chapter per day, followed by discussion, questions and pass out coloring pages.

It's Your Choice: Grade level 1-4; 30 minute class. Kelso the Frog helps young students make their own decisions on smaller problems before asking an adult for help.

Let's Learn About Character: Grade level 2-4; 30 minute class teaches students how to build strong character traits with the aid of building blocks made of respect, honesty, responsibility & self-control.

Six Pillars of Character: Grade level 5-8; 30 to 45 minute class. Students will learn about the Six Pillars of Character which are: trustworthiness, respect, responsibility, fairness, caring & citizenship. A small skit and a Kahoot game will end the class.

Bullying you may be held accountable: Grade level 3-6; 30-45 minute class. This presentation reminds students that besides bullying being unacceptable they may also be held legally accountable. A skit for students to participate in will be included.

Stop Cyber Bullying: Grade level 3-8; this class is about what cyber bullying is, how to avoid it and understanding it. Students will be able to define cyber bullying. Students will identify situations involving cyber bullying and learn different techniques to handle situations. Students will learn how to stay safer using the internet and electronic devices.

Self-Esteem: Grade level 4-6; 30 minute class. This is a presentation that defines high and low self-esteem, feeling good about yourself, surrounding yourself with positive people, etc...A Kahoot game will end the class.

Cyber Safety: Grade level 4-12; 45 minute class. This presentation focuses several main risks of this cyber age: online predators, revealing too much, cyber bullying and gaming. A short video will end the class.

How to Say No and Still Be Cool: Grade level 4-7; 30 minute class. This presentation showcases the two different types of peer pressure and teaches the students several ways to just say no will be explained. Class will end with a Kahoot game.

The Juul: Grade level 6-12; 30-45 minute class. The Juul is the most popular E-Cigarette today and this presentation will be an eye opener not only for students but teachers as well. A short video and a Kahoot game will end the class.

Rx Abuse: Grade level 7-12; 45 minute class. This presentation deals with the number one drug problem in America, prescription drug abuse. A Kahoot game will end the class.

Opioid's Know you know, so just say no!: Grade level 8-12; 45 minute class. Teaches students the history, origin, costs, effects and how Heroin and its synthetic cousins are used on the streets today.

Job Shadow: This is for students, grades 8-12 who are seriously considering a potential career in Law Enforcement. This is approximately a 3 hour class. The student would be tagging along with Sgt. Rachel Harrness of the Grafton County Department of Corrections, observing what she does and talking one on one about the many different responsibilities of the job. During the job shadow a student or two will partner with Sgt. Harrness and learn about a career in corrections by observing and asking questions while Sgt. Harrness carries out normal work day activities. Job shadow is a real-life, authentic experience that can serve as a career exploration and assessment tool. Students will be picked up at school and transported to and from the Grafton County Department of Corrections by Sgt. Harrness in a caged cruiser to simulate true corrections authenticity. Job shadow will take approximately two hours at the Grafton County Department of Corrections. Students, their parents and the school will be required to sign a release of liability form.

A Day in a Life: Grade level 7-12; 45 minute class. This is a slide show presentation depicting a day in the life of a new inmate being processed into the Grafton County Department of Corrections. The slide show would include the change into jail garb, booking, classification into a unit, meals, phone use, visiting privileges, mandatory work details, disciplinary status, etc... Also emphasizing the need to make good decisions. At your approval an inmate may accompany Sgt. Harrness to the class to share first-hand the negative effects of being locked up and answer questions from the students.

DWD: Driving While Distracted: Grade level 4-12; 30 -45 minute class. This Driving While Distracted class deals with items such as our modern cyber technology gadgets and other things such as, eating and driving that can prevent someone from concentrating on the serious task of controlling a vehicle. With this DWD class, students will be able to describe the impact of distractions on safe driving. Students will be able to recognize common activities that distract drivers and identify teenage risk factors that contribute to fatal traffic accidents. Class ends with a Kahoot game.

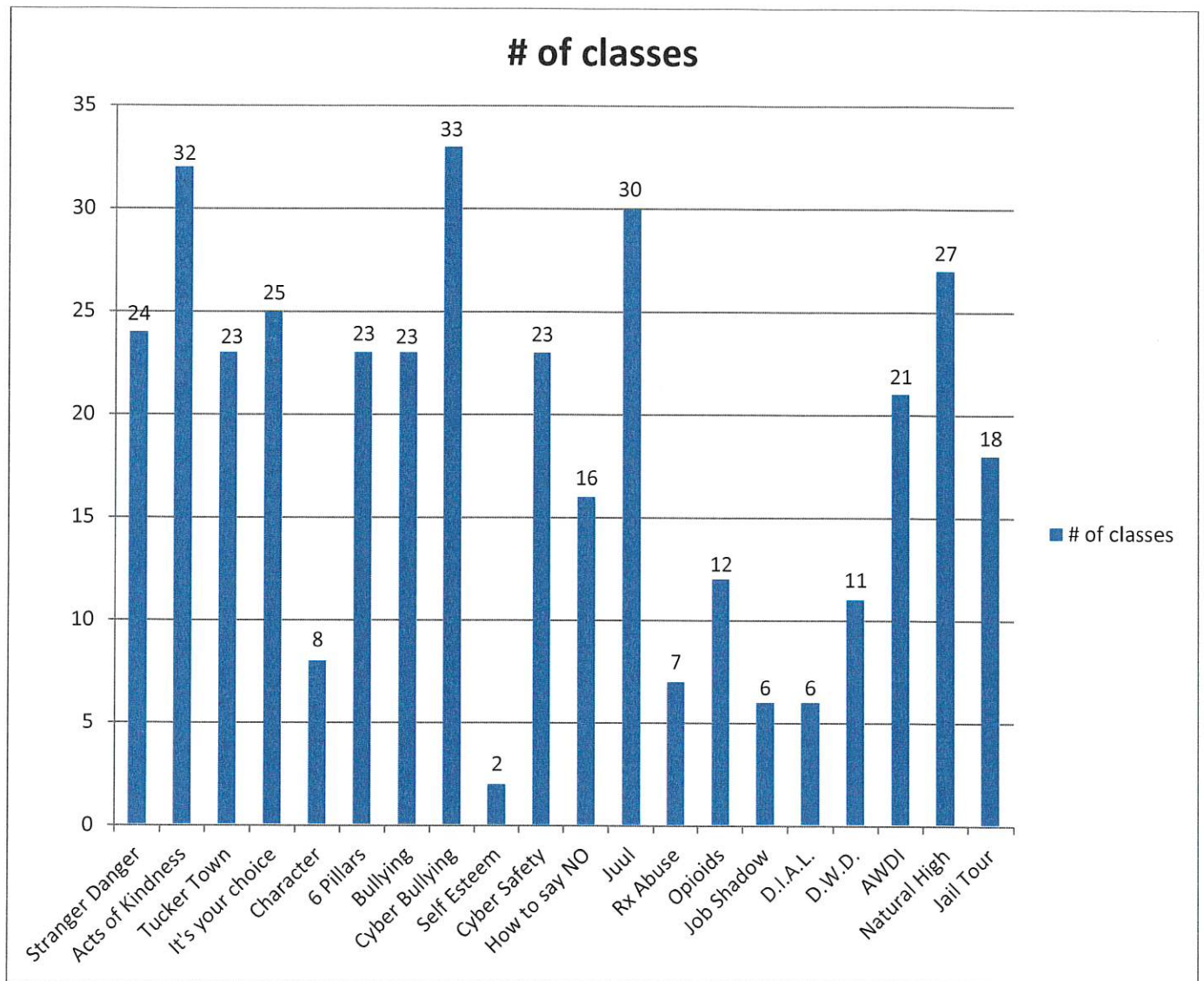
Anatomy of a DWI: Grade level 7-12; 45 minute class. Anatomy of a DWI covers positive peer pressure as opposed to negative peer pressure, what to expect when stopped for a DWI and its harmful ramifications. Anatomy of a DWI includes the use of a Breathalyzer (portable breath test) that the students use on me before and after I activate it with mouthwash. Anatomy of a DWI also includes the use of Fatal Vision Goggles which we conduct standard field sobriety tests with- such as, walking a straight line heel-to-toe or the one-legged stand. Due to the loss of balance and equilibrium produced by the goggles, the wearer will exhibit behaviors that are similar to that of someone under the influence of alcohol and/or other drugs. Class will end with a Kahoot game if time allows.

Natural High Drug Abuse: Grade level 5-12; 45 minute class. This is a series of videos that were produced in an effort to guide young people away from drugs. Personal testimonies are shared by drug free celebrities, athletes and role models. The goal for these drug abuse prevention DVD's is to change the culture that currently presents drugs as harmless and sexy, and showing young people that you can live a fun, exciting and successful life without drugs and alcohol by embracing your natural high, Sgt. Harrness will lead a discussion of the DVD. A Kahoot game will finish class.

Jail Tour: Mature students are invited to North Haverhill, NH to tour the jail facility to see and realize the loss of freedom first hand. The tour will include the change into jail garb, booking, classification into a unit, meals, phone use, visiting privileges, mandatory work details, disciplinary status, etc. The last part of the tour, the students will be presented with an inmate describing jail life, the need to make good decisions and the results of poor decisions, followed by a question and answer session. Any variation of the above could be arranged to meet your needs. This is approximately a 2 hour presentation.

If you would like more information please contact Sergeant Rachel Harness at office: 787-2041 Ext. 3, Cell: 603-481-0331, Fax: 787-6008 or email: rharness@co.grafton.nh.us

July 2018 - June 2019



District 1

Lebanon Middle School

Hanover Park & Recreation

Hanover High School

District 2

HARP- Woodsville

Lisbon Regional School

Post Pond Program- Lyme

Lin- Wood Public School

LTS- Life Transitions Services

Bethlehem Elem. School

Landaff Blue School

Lakeway Elem. School

Warren Village School

Monroe Elem. School

French Pond School

King St. School

Piermont Village School

Wentworth Elem. School

Bath Village School

Woodsville Elem. School

Littleton High School

Lyme Elem. School

Rivendall Academy

Profile High School

District 3

Holderness Recreation

Newfound Middle School

Newfound Regional High School

Bridgewater/Habron Elem. School

Indian River School

Waterville Valley Elem. School

Russell Elem. School

Ashland Elem. School

Bristol Elem. School

Mascoma Valley High School

Out of County

Newbury Elem. School

Samual Morey Elem. School

Whitefield Elem. School

Oxbow High School

Blue Mountain Union School

Westshire Elem. School

Plainfield Elem. School

Plainfield Elem. Parents

Riverbend Career & Tech Center

Danbury Elem. School

