

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

November 24th 2015

PRESENT: Commissioners Cryans and Richards. ED Libby and Admin Assistant S. Norcross.

EXCUSED: Commissioner Lauer

OTHERS PRESENT: ITM Ruggles, Supt. Elliott

Commissioner Cryans 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
November 24th, 2015

AO – Attorney's Office

- Assisted in setup in courtroom for AG.
- Setup Laptop for AG to use in the courtroom.
- Setup accounts for new Attorney.
- Training for new A/V equipment
- Resolved recording software issue used for presentations.
- Relocated user to new office.
- Resolved Email client issue.
- Setup A/V equipment for Staff to use in trial.
- Setup volcord laptop for use by Attorney.
- Installed software for attorneys to work on Audio files for courtroom use.
- Gave office manager access to separated employee.
- Did some modifications in the VoIP Management software, to add buttons to all Office Assistant's phones, for office simplicity.
- Reseated DVD drive in one of the office employees PC.
- Mounted TV on second AV cart that is going to be used in courtrooms.
- Added desktop icon for employee to access Prosecution software on the Archives PC.
- Set up the document writer, and got familiar with it while utilizing a courtroom laptop, and TV on AV cart.
- Trained a few AO staff on how to operate the document camera and use it with their laptops and PC.
- Downloaded User Manual for the Document Writer, and emailed it to the Office Manager, as well as printed a few hard copies for them.
- Set up TV w/cart, laptop, and Document camera in one of the courtrooms for a case.

AS – Alternative sentencing

- Installed MS Access on a couple laptops.
- Experienced a laptop stuck in startup repair loop, and failure to boot up. Needed to reinstall OS.
- Fixed IP addressing and DNS Name for a certain laptop in DNS.
- Had to install driver for wireless NIC on laptop with new OS.
- Resolved software install issue on Directors laptop.
- Maintenance and updates on Directors laptop.
- Checked laptop for any malware or viral infection none found.
- Rejoined Laptop to Domain to repair Network Access Issue

CE – Cooperative Extension

- Setup extension for new employee.
- Resolved phone mapping issue between two phones and extensions.
- Added appropriate buttons for two phones extensions.
- Had to activate a certain port to be connected to our POE switch after an office change, so employees IP phone could get power.
- Had to reconfigure phones Auto-Attendant button menu, and assisted employee with recording new greeting, as a new employee was added.
- One office had two data ports that were incorrectly populated. One port was to UNH switch and the other to County's POE switch. I was able to just swap the two devices to the correct data ports.

CO – Commissioners Office

- Moved staff to new locations after Staffing change.
- Reset Password for employee to access Media server.
- Set up all employees' offices that got moved, and arranged and managed wires.
- Terminated and ran Ethernet cable for IP phone in Commissioners Room and Commissioners Back
- Resolve issue with Keyboard and Mouse for County Treasurer
- Update Infinite Visions Software to latest version.

DoC – Department of Corrections\Community Corrections

- Blew and vacuumed out all Grafton PC's and Door locking PC's in all the Housing Units.
- Did some maintenance on the 2 laptops in Medical to enhance performance.
- Fixed connection on one of the Copiers to be to scan to email. This feature was not being utilized before.
- Cleared up a “Toner” error on one of the desktop printers.
- Delivered the 3 UPS batteries, to replace the 3 failed one for the facilities battery backup.
- Power supply failure on Desktop in Control. We had 1 more PSU in stock. Recommended that more be ordered.
- Admin PC randomly shut down in the middle of the day. Event logs had to evidence of unexpected shut down or scheduled reboot. Employee said this previously happened

about 3 weeks earlier.

- Resolved PDF s not opening from email.
- Removed old calendars from former transition team.
- Removed unneeded entries from copier/scanner to clean up menu.
- Replaced power supply in DVR after failure.

HR – Human Resources

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HS – Human Services

- Assisted with Accounting Software update upon opening the program.

IT – Department of Information Technology

- Moved our offices and all of our supplies from the basement to our new location.
- Re sized and added partitions on new email server.
- Update of maintenance software install server.
- Install Monthly MS Security, JAVA and Flash software update's for all campus PC's.
- Setup with other staff work area.
- Update of software on two NAS devices.

MT – Maintenance

- Added compatibility software for department manager to open new versions of spreadsheets.

RD – Registrar of Deeds

- Setup Remote Access for Registrar of Deeds, trained and completed.
- Set up RD to re-record the departments main line after hours voice mail message.

NH – Nursing Home

- Was informed by employee that the cursor was missing when she booted up her tablet.
- Secured laptops for use by LNAs to do online training
- Resolved issue tablets connecting to A/P in NH Admin area.
- Resolved issue with CD/DVD writer for CFO.
- Resolved access to MFP issue user in admin wing.
- Resolved connectivity issue on PDA.
- Setup email access on Tablet.
- Install MS Office suite on Schedulers Laptop

SO – Sheriff's Office\Dispatch

- Tell State 911 Agency how to Fix their E911 Email Server - remove it from Blacklist
- Setup Accounts for Warren PD to access GCSO.
- Setup proper IMC printers for remote PD.
- Replaced failed power supply in PC system in EOC.

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 Cryans seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”. Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*9:55 AM Commissioner Cryans declared the meeting back in public session.

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

Commissioner Cryans asked if everyone had a chance to read the minutes from the November 17th meeting.

Commissioner Richards moved to approve the minutes from the November 17th meeting. Commissioner Cryans seconded the motion and all were in favor.

The Commissioners signed check register 1083.

ED Libby submitted the following Alternative Sentencing Report as ASD Amero was unable to attend the meeting. ED Libby stated that if the Commissioners have any questions she will get the answers from ASD Amero.

Alternative Sentencing Programs Commissioners Report October 2015

Monthly Drug Court Report October 2015

Total Participants: 15

Female: 5

Male: 10

Total Prospective Clients on List: 4

Total Clients Terminated: 0

Total Clients Incarcerated: 1

Total Clients Graduated: 0

We anticipate another Drug Court Client graduating on December 7th & 14th.

The Drug Court Holiday Party is scheduled for December 14th

Monthly Mental Health Court Report October 2015

Total Participants: 22

Total Prospective Clients on List: 7

Total Participants Unsuccessfully Discharged: 0

Veteran Docket Participants (Lebanon): 0

Veterans currently being served in Mental Health Court: 1

Veterans Being Assessed for Docket: 2

Participant Graduations: 2

Monthly Juvenile Restorative Justice Report October 2015

Total New Participants for CADY: 1

Total Participants for CADY: 5

Total New Participants for GCJRJP: 0

Total Participants for GCJRJP: 4

Total New Participants for VCDP: 3

Total Participants for VCDP: 7

Preliminary referrals had begun to come in for Adult Diversion Program by the end of October. The Adult Diversion Program began on November 1, 2015

Capital Asset Policy & Planning – ED Libby reviewed the Capital Asset policy that she gave to the Commissioners. She explained that the policy states that anything that the county buys that is over \$5,000 and has a useful life of over three (3) years is considered a capital asset. At the nursing home their threshold is \$500. It goes on to explain in detail what each classification of assets is. She stated they are trying to streamline the process they do for auditors. At year end they go back through every expense line they identify and they pull every invoice that is over \$5,000 then someone goes through and decides if it is a capital asset or not. Now they are trying to put it into wording what is a capital asset. For fiscal year 2016 the accounting staff is tracking assets in a spreadsheet that we will hand to the auditors. This should make the process easier for all involved.

Commissioner Richards moved to adopt the Capital Asset Policy. Commissioner Cryans seconded the motion and all were in favor.

ED Libby stated that the next step that her and the department heads are working on is a capital improvement plan over the next five (5) years. They will take the policy and create a needs assessment. They will submit a form at the first of the year that states over the next five (5) years what capital projects they think they will need, what fiscal year it will be in and how much. ED Libby will then put together a draft CIP for review.

ED Libby stated that if the Commissioners were to open the budget book and look at the capital outlay budget, many are less than \$5,000 and they will not be in the capital outlay budget next

year. They will see many operating budgets increasing but the bottom line will all be the same we will just be budgeting differently.

ED Libby stated that we have received six (6) tax checks, \$900,000 have been received. We will draw down another roughly \$1 million on Friday because we have a \$1.1 million bond payment due on Monday 11/30.

Commissioner Richards stated she was at Hebron last week and will be going to the Alexandria tonight.

Commissioner Richards stated that Commissioner Lauer is doing well after her surgery and she is coming home today.

Commissioner Cryans attended the Pine Tree Beechwood Celebration of the new changes to their 100 units on Friday November 20th.

10:05PM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk