

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

November 25th 2014

PRESENT: Commissioners Michael Cryans, Linda Lauer and Martha Richard, Executive Director J. Libby, Assistant S. Norcross.

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

Commissioner Cryans stated he presented the annual report, which has been dedicated to Ray Burton, to his sister, Joan Day in Concord yesterday and stated that she were very pleased.

ED Libby gave the Commissioners thank you cards from the students from Woodsville Elementary School from Pumpkin Day.

Director Libby presented Commissioner Cryans with a plaque from the New England Drug Court Professionals. This plaque was given to him for his work on the board of NEADCP. Bob Gasser brought the plaque back from the NEADCP Annual Conference.

ED Libby gave the Commissioners copies of the final audit from Melanson and Heath.

Commissioner Cryans asked if everyone had a chance to read the minutes from the November 18th meeting. Commissioner Richards moved to accept the minutes from the November 18th meeting. Commissioner Lauer seconded the motion and all were in favor.

Commissioners signed check registers 642; 1084-1086.

The Commissioners were given their Secret Santa name and suggestions from Doreen Moody from the Nursing Home.

ED Libby discussed the NACo Prescription Drug Report for the month of October. She stated that there was a total price savings of \$4,348.99 which was an average savings of 35.28% and a total of 87 utilizers. The total price savings for the life of the program is \$706,632.33.

ED Libby stated that they have received tax payments from five (5) towns which is a total of \$760,618. She stated that they have borrowed a total of \$3 million and have \$2 million left. This week they have the month end payroll bills which are a little over \$500,000, a bond payment on the jail of \$1.1 million and a CD bill that's \$612,000. She stated that they should be okay with the TAN money that is available.

The Commissioners discussed the December meeting schedule and stated they will not meet on December 30th.

ED Libby stated that since Supt. Libby retired there is an open seat on the NHAC Executive Committee and Supt. Elliott had stated that he would like to fill the seat on the committee. The Commissioners discussed and agreed that Supt. Elliot should fill that seat.

Director Libby informed the Commissioners that the County did not receive the NACo County Prosperity Summit grant that they had applied for.

Commissioner Cryans signed the CDFA Drawdown for the GCSCC Emergency Grant.

The Commissioners opened the RFP's for the Gile Hill CDBG Grant Administrator. One (1) bid was received and it was as follows:

Hadfield Associates - \$4,000 for the grant writing and \$14,000 total amount available for the administration.

Commissioner Lauer moved to accept Hadfield Associates proposal for the grant administration. Commissioner Richards seconded the motion and all were in favor.

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
November 25, 2014

Summary:

Exit – GC DoIT said good bye to Jim Marshall, We appreciated the many projects he completed while being part of the GC DoIT Team. Good Luck Jim on your new career at Cottage Hospital, we will miss your great sense of humor and laughter.

New Hire – Grafton County DoIT selected Joey Riendeau as a PC Support/LAN Technician. Joey brings many years of IT work experience from working in the Berlin NH area. Most recently Joey held the position of IT Manager at the Gorham Paper and Tissue Paper Mill in Cascade NH for 2 years.

2nd Floor Admin Staff Relocation – GC DoIT completed moving all additional 2nd floor Admin staff IT equipment to their temporary offices in the basement of the Admin Building.

Nursing Home Relocation - The Grafton County DoIT met its goal of getting all necessary IT equipment – Phones, Handhold. Laptops, PC's Printers, Wireless equipment setup configured and relocated to the 2nd Floor Admin Building on Thursday November 5th. This project took the GC

DoIT many weeks and man hours to prepare.

Thank You - The Grafton County would like to thank Maintenance Department Superintendent Jim Oakes and in particular Dennis McLam and Richard Thompson for their expertise and assistance in getting all our new wiring and Telco lines reassigned and tested.

This was truly an inter department team effort and we appreciate everyone's assistance, help and patience getting the IT portion of this project completed.

IT – Department of Information Technology

- Mounted and connected new Avaya expansion phone switch in 2nd floor Deeds IT Closet.
- Cleaned up and Reorganized Active Directory w/ pc descriptions, job titles, removals, etc.
- Cleaned up and performed maintenance on spare aging desktop, from previous AS user
- Determined replacement batteries for APC UPS power strips with Interstate Batteries Customer Service. Had Brent decide and order.
- Performed cleanup and maintenance on “Goodwill” laptops (used for Health Assessment training).
- Replaced batteries in 2 APC battery/surge protectors
- Scheduled tasks to run Ultradefrag weekly and monthly on all county PC/LT's.
- Procure, configure and installed 3 new laptops for three members of newly formed Alternative Sentencing Department.
- Setup default Account for training LNAs how to use long term care software.
- Moved users from other departments to newly formed Alternative Sentencing Department.
- Testing of AP in admin building prior to NH move.
- Locate and change ends on phone line for Heritage Health care relocation
- Updated software used for backup imaging of servers.
- Updated software used for deployment of software to domain systems.

AO – Attorney’s Office

- Performed cleanup and maintenance on spare AO laptop
- Performed cleanup and maintenance on an attorney's laptop. Outlook was giving him error messages.
- Did multiple conversion of media to make it usable by the Court, other Legal Consul.
- Setup accounts and did training with new user.
- Software installed to allow users to share files with outside legal firms.
- Maintenance on Laptops used for the courtroom.

AS – Alternative Sentencing

- Set up user with Scan-to-Email on Sharp Multifunction printer.
- Set up user's laptop to connect to monitor, and use as a desktop.

- Completed some cable housekeeping on a couple of station's cables and wires.
- Installed new Sharp print driver on all PC's.
- Setup print to file on new Sharp MX 2600n color copier

CE – Cooperative Extension

- Completed training with user on how to access accounting software and interdepartmental campus folder share.

CO – Commissioners Office

- Performed cleanup and utilities on CO Conference Room laptop
- Verified Wi-Fi signal and strength on 3rd floor for Nursing Home relocation
- Ran a Cat5 cable for office phone for NH relocation
- Performed cleanup and maintenance on PC's of users out for holiday (U.S. Elections)
- Performed cleanup and maintenance on PC's of users out for holiday (Veteran's Day)
- Accounts Change after name change
- New copier configured for use by staff on the network.

DoC – Department of Corrections\Community Corrections

- Had to reconfigure the print configuration for each account the Nurses use in “Westwood”.
- Had 2 Compaq laptops that needed 3 print drivers installed on each. Also performed maintenance.
- Went to the jail to set up user profiles to connect to the necessary printers.
- Attempted to retrieve photos from a damaged Community Corrections cell phone, but was unsuccessful. Tried a known-good-phone as well, a got same results.
- Performed maintenance and cleanup on DOCGED laptop (64-bit Windows XP) for re-deployment.
- Setup Laptops for use by programs in the classrooms.
- Setup Printers and label printer for use with Emar software.
- Resolved adobe issue on female unit.
- Resolved issue with inmate management software for counselor
- System for OIC repaired and put back in service.
- Removed and disabled accounts of dismissed staff
- Met with Programs Staff to complete IT training and review of current and future needs.

HS – Human Services

- n/a

HR – Human Resources

- Setup 3 training laptops for at the Jail and Nursing Home to allow users to enroll in Health Insurance Assessment training.

- Resolved issue with HR document archive software, UPS needed to be replaced.

MT – Maintenance

- Assisted Maintenance to meet with remote vendor via remote access to resolve some issues with HVAC control system.
- Setup temporary phone for Estes Gallup construction office.

RD – Registrar of Deeds

- Train and setup users to access accounting software

NH – Nursing Home

- Completed new network wiring for Access Points on 2nd floor Admin Building
- Installed and configured 2 new Access Points on 2nd floor Admin Building
- Relocated the 2 Maple Nurse's Station PC's to the new Administration location, and performed updates, cleanup, and maintenance. Also added Sharp MFP and local USB Brother printer
- Relocated NH handheld's and chargers to 2nd floor Admin Building
- Setup new copier for resident relocation at 2nd floor Admin Building.
- Routine Toner change Profile unit.
- Set up 4 Android tablets for Dietary Dept with shortcuts to meal tracking website.
- Orientated with Barry while he performed an AHT and server updates.
- Performed cleanup and maintenance on residence's laptop.
- Changed Ethernet cable for Profile Nurse's station printer
- Installed driver for new MF Printer in new Nurses Station.
- Performed maintenance on kiosks taken from Maple.
- Traced phone line from old “Country Cafe” in to upstairs Server Room.
- Punched Cat5 (existing phone line from “Country Cafe”) into VoIP termination rack.
- Terminated keystone jack for VoIP phone so “Country Cafe” now has connection.
- Performed maintenance and cleanup on all kiosks in NH.
- User added to copier to be able to email documents.
- Recovered files and folders that had been accidentally moved or deleted for Users.
- Account s changed for user after name change.
- New Copier setup for resident side wing. (CO admin building)
- Updates for Resident Medical care software updates.
- Put Kiosk from Maple in service on Meadow
- Training database for resident care updated and tested for staff training director.
- User accounts setup and training with user.
- Setup Software for Unit Secretaries to use Cottage Lab software on Systems moved to CO Admin building.

SO – Sheriff's Office\Dispatch

- Set up PC for deployment for one of the displays at Dispatch
- Deployed the display PC for dispatch and had Tom test with his credentials.
- Install new system for wall display of SPOTS main console.
- Resolved issue with software used for court videos.
- Account setup and training with new user

Supt. Elliott arrived and gave the following report:

1. Population

In House: 114

F Unit: 39

E Unit: 28

D Unit: 25

C Unit: 18

Intake: 4

2. Community Corrections Report:

- a) Drug Court
- b) Electronic Monitoring
- c) Daily Work Release
- d) Operation Impact

Supervising (17) 1*in custody

Supervising (4)

Supervising (1)

Sgt. Larson gave a tour of the jail and presentations to Lebanon Middle School and Oxbow High school. He also gave presentations to the Beckett school

e) Community Work Program

Harvesting season is over. Sgt. Webster has community work lined up in Orford, Bethlehem and Littleton.

3. General

- a) HISET graduation December
- b) Crossroad graduation
- c) BDAS update - hired Ken Stransky

4 Commissioner Items:

- a) Commissioner Cryans- None
- b) Commissioner Richards-None
- c) Commissioner Lauer- None

Michelle Moren-Grey from North Country Council arrived for the Mid Grant Public Hearing on the Regional Development Corporations Capacity Building CDBG.

10:00 AM – Commissioner Cryans opened the Public Hearing.

Michelle Moren-Grey stated that the goal of this project was to create at least ten (10) jobs filled by persons of low to moderate income. The Regional Development Corporations have until December 31st to document the created jobs in businesses they have provided loans to.

To date, ten (10) jobs have been created, with more in process. This project is on track to meet or exceed the job creation requirement by the end of the year.

Commissioner Richards asked what kinds of jobs are created. Michelle Moren-Grey stated that they are benefited full time service and technical jobs.

Commissioner Cryans asked if there were any public comment. There were none.

10:05 AM – Commissioner Cryans closed the Public Hearing.

ASD Amero arrived and gave the following report:

GRAFTON COUNTY MENTAL HEALTH COURT

17 active participants

Restorative Justice

59 total active participants

CADY served 13 participants

Valley Court Diversion served 46

Drug Court

16 Active participants

10 prospective clients

Total participants in the Alternative Sentencing Program: 92

Updates to the office:

North Haverhill Memorial Post VFW 5245

Donated the 5 flags of service, POW/MIA flag, and American flag along with the stands.

Ross-Wood Post #20 American Legion in Woodsville

Donated the 5 plaques of service and 2 maps

Mailbox:

With the help of Brent Ruggles we have been able to arrange with the Post Office to have our mail delivered to our building. Jim Oaks met with the Post Master of North Haverhill post office

and came to an agreement where we can put the mailbox. The mailbox will be located at the foot of the handicap ramp.

Commissioner Cryans asked ASD Amero if there were any parts of the department that she would like to change or improve now that she has been here a few months. ASD Amero stated that she would like to make more services available to first time youth offenders, youth who do not meet the requirements for restorative justice. She discussed the different aspects of that area with the Commissioners and stated that is something she would like to look into providing to the public at some point in time.

*10:21 AM - Commissioner Lauer moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). Commissioner Richards seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes" Commissioner Lauer "yes"; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*10:38 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 Lauer seconded the motion and all were in favor.

Commissioner Lauer stated that she attended the North Country Council meeting last week. She stated they adopted a regional plan but are still working on housing plan.

Commissioner Lauer also attended the Crossroads graduation.

Commissioner Cryans stated that the NHAC hosted a get to know the new legislators last week on Thursday. He said he was able to meet a number of new representatives.

10:45AM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk