

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
February 27, 2018

PRESENT: Commissioners Lauer, Ahern and Piper, County Administrator Libby, Admin. Asst. Norcross.

OTHERS PRESENT: Todd Eck, IT Manager Ruggles, DoC Supt. Elliott, Alternative Sentencing Director Gilding.

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

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

AS Director Gilding noted that he has made some changes to his monthly reports. They have modernized them and made the reports consistent throughout the programs. He asked the Commissioners to note any other statistics as they review his report that they would like added to future reports. He stated that next month's report will have the last full year's statistics.

AS Director Gilding stated that he would like to go into nonpublic session to discuss an issue in order to reduce the possibility of liability. Commissioner Lauer stated that there are certain criteria that have to be met in order to go into a nonpublic session. The Commissioners agreed that there was not a legitimate reason to enter into nonpublic session and to have AS Director Gilding discuss his item. They noted that if they felt AS Director Gilding was starting to discuss something that should be in nonpublic session then they would stop.

AS Director explained when they were creating their Drug Court Policies and Procedures they incorporated Medically Assisted Treatment (MAT) for substance use disorders. Through their conversations with the Department of Corrections they refused to administer someone the suboxone if they were incarcerated. The treatment team has been limiting the number of jail days as a sanction to one (1) day. This way, if someone was prescribed suboxone, they can take it before they go into jail and within 24 hours they are able to take it again when they are released. He noted that the Department of Corrections will supply the medication to a pregnant female if she was already prescribed the medication. AS Director Gilding stated that last weekend a Drug Court participant was incarcerated for five (5) days. They were prescribed suboxone and did not have that prescription available to them for those five (5) days. When this participant was released he was very sick. He stated that they need to have the discussion as to whether they are going to treat a substance use disorder the same as any other medical issue or not. Commissioner Lauer stated that she knows there are two (2) sides to every story and she knows why they do not want suboxone in the DoC. Supt. Elliott was present at the meeting and as asked to comment on the situation. Supt. Elliott stated that a year or two (2) ago they had this discussion but has not been approached about it since then. He explained that you have to operate under the premise

(36) eligible voters. Twenty four (24) voted to keep the current schedule. Six (6) voted for the four (4) on three (3) off schedule and six (6) voted for the three (3) on two (2) off schedule. The majority want to keep the current schedule at this time. He noted that it is not a dead issue to him. If the officers would like to bring it back at some point they will discuss it again.

- b) Inmate Transfer – Supt. Elliott stated that they had a conflict inmate in their facility who was transferred to Coos County DoC and he is asking permission to keep that inmate there.

Commissioner Piper moved to approve the inmate transfer. Commissioner Ahern seconded the motion and all were in favor.

- c) FIRRM Graduation – Supt. Elliott stated that the date for graduation is March 13th at 1:30pm.
- d) Out of County Inmates – Supt. Elliott stated that their population continues to dwindle. He believes with what Grafton County has been doing with alternative sentencing, it is keeping the population in the DoC down. He stated that he would like to talk with the Federal Prison in Concord and Vermont to discuss a possible contract to house a certain amount of beds for federal inmates. After some discussion the Commissioners were all in agreement to have Supt. Elliott look further into the possibility of housing federal inmates with the understanding that if something were to come of this it is no guaranty that beds will get filled.
- e) 2017 Farm Stand Report – Supt. Elliott handed out the attached farm stand report to the Commissioners and reviewed it with them.

IT Manager Ruggles arrived and gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
February 27, 2018

AO – Attorney’s Office

- Deployed new shortcut for Web application. Provider changed their URL
- Worked with co-worker on drive issue in AG Laptop
- Assisted AG in accessing Web meeting.
- Completed setup of laptop for Attorney that had laptop damage.
- Assisted AG with switching between wired and wireless networks to get scanner to work properly
- Installed of remote access software for office manager to allow her to work remotely.
- Completed maintenance overhaul of office managers PC system.
- Resolved scanning to laptop issue for AG.
- Resolved issue with attorney trying to save a document and getting error. Attorney was connected to wired and wireless network at the same time.

- Investigated issue with new attorney having authentication issue with prosecution software. After calling their support, they determined that it was a recent Windows Update that caused the problem.
- Attorney could not play mp4 from the web-based file sharing. After downloading it to the department's public drive, it was able to play.
- Performed disk cleanup and maintenance on an Attorney's laptop, as it was performing very poorly
- Investigated a PC that an employee experienced a "Blue Screen". Performed maintenance on that PC.
- Assured all staff had a working URL shortcut to the new prosecution website.
- Employee was unable to scan documents to new prosecution website. That shortcut was opening in the wrong browser.
- Attorney's laptop was reporting that the HDD had bad sectors. We duplicated that image to a new SSD drive.
- Was able to use one of our standard video players to convert proprietary audio files from the DoC inmate phone system to a more widely used format.
- Found a video player to play an unfamiliar video format of surveillance footage.
- Configured a printer in one of the Courtrooms to connect to one of our Wi-Fi Networks using a Static IP. Set up all Attorneys' laptops to have access to that printer.
- Gave access of an employee's email folder to a couple other employees.
- Set up printer folder retention on new Attorney's laptop. Installed Adobe Acrobat at the same time.
- Installed a video player on an Attorney's PC to play an unfamiliar video format.
- Resolved issue with Attorney's email program not opening. It was the process that was hung in Task Manager.
- Installed virtual auto wireless switch on a couple of Attorney's laptops.

AS – Alternative sentencing

- Troubleshooting why Admin Assistant's new wireless headset cannot answer incoming calls.
- Installed Printer/Scanner drivers and software on all staff laptops for the printer that is going to a remote office.
- Investigated a malicious email concern. Turned out to be legit, as it was a test email that the Courts send out occasionally.
- Trained a couple AS staff members on LifeSize Video conferencing App, and sending out invitations to help decrease travel and provide alternate method for meetings.

CE – Cooperative Extension

- Completed training with alternate CE staff member on using TimeClock Plus while Heather Bryant was on Vacation.

CO – Commissioners Office

- Resolved printing issue for Payroll and AP staff.
- Resolved printing issue for AP clerk. Her system had conflicting printing settings

- Completed setup of new Laptop for GCCD staff member.

DoC – Department of Corrections

- Setup accounts for new hires.
- Closed accounts for separated user.
- Transferred files for update and install on new system.
- Added access to key lock system for LT
- Worked with IT director on getting new system for door card system.
- Contacted pharmacy on ongoing print issue provider had no fix and acknowledged issue.
- Submitted order for new system for replacing failing ID card system.
- Transferred data to vendor for new ID system.
- Deployed new desktop in the Kitchen Office to replace her laptop.
- Deleted email account and disabled AD account of an Officer that is no longer employed.
- Did orientation with new Kitchen employee.
- Made new Firewall rule for an IP change of a State Police Server, for their VPN connection.
- Installed MS Office on the new Kitchen PC, and uninstalled it on the old system. Encountered issue with activation.
- Recovered web-based food ordering website that was unresponsive.
- Had to power on old Kitchen laptop with old HDD replaced and deactivate the inventory/recipe software.
- Reviewed Electronic Health Care Record and EMAR packages for Medical department.
- Received replacement PC System for Door Lock control system that handles employee badges to allow employees egress to specified locations.

HR – Human Resources

- Get pricing on list of Consumables for New Employee ID Printer.
- Per request from HR made change to an employee's email Contact information.

IT – Department of Information Technology

- Contact Notch Net to let them know of Security Issues and SPAM Issue with the County WEB Sites Contact Forms, finally resolved.
- Completed research on fixing recurring helpdesk issue with Attorney's Office staff not shutting off Wireless Adapter after leaving courtroom. Found software that will automatically switch between networks without user intervention. Currently testing on 3 laptops.
- Populated user field in AV software console to help identify systems.
- Resolved drive space issue on NAS device for flat files. Corrected backup retention cycle,
- Updated flat file backup utility on all system it was installed on.
- Updated PDF viewing software for Campus systems.
- Updated software for web apps. On campus systems.
- Completed update of version of deployment server software.
- Completed Monthly cleanup of old updates on WSUS server.
- Did training on deployment software with co-worker.

- Set up new laptop for Conservation District employee. Also set up her station with docking station, monitor, and color printer/copier/scanner.
- Performed monthly Updates on all Servers.
- Replaced batteries on a few UPS's that needed new ones.
- Created new firewall rule to reflect an AS laptop to be able to video conference.
- Tried out new virtual wireless auto switch App, and set up the install in our remote deployment software.
- Assisted Charter technician with finding location for a new Internet Circuit, turned out to be a vendor contracted by the state to setup Public Kiosk for Probation Department at Courthouse, work order had the Administration street address.
- Working with Vendor on New AV software running into some false positives and configuration issues, ongoing.
- ITM working on IT Budget, question on Policy for PC replacements and other Policy for what IT department is in charge of.

MT – Maintenance

- Reviewed excessive electrical usage at AS building with Superintendent.

RD – Registrar of Deeds

- Relocated a computer and phone to the front desk area for new hire.
- Had to convert the Voice port at that new location into a Data port on the County Network. Disconnected the RJ-11 port and terminated a RJ-45 port. The other end of that Cat5 cable had to be disconnected from the punch-down panel and terminated with an RJ-45 connector.
- Activated a “Deeds” port in the Public area.

NH – Nursing Home

- Replaced mouse for US
- Replaced keyboard and mouse for night staff supervisor.
- Replaced UPS for Social Services user.
- Completed setting access for RN supervisor to shared calendars
- Completed setting access to staff calendar for staff coordinator
- Completed update for server hosting claims submission software.
- Installed software for volunteer coordinators to join webinar.
- Completed setup of new laptop for NH staff to use for Webinars training other needs.
- Placed shortcut on users’ desktop to access spreadsheets.
- Resolved display issue on RN station connection had become loose.
- Installed new version of surveillance software on employees PC.
- Set up new laptop for the Activities Dept.
- Got the MAC addresses off all the smart TV's through the Nursing Units.
- Diagnosed a problem with Nursing Unit's cordless phone not getting a dial tone. Issue was with one of the connections in the punch panel in the “Deeds” closet. Re-punched that line, and issue was resolved.
- Investigated a malicious email that was sent using a legit address that the employee had

- constant contact with. Ran a full scan on the system, and didn't find any risks.
- Looked into an issue with the handheld devices and USB docks used for dictation. Noticed that the computer would not get the appropriate drivers unless the handheld recorder was turned on and docked.
 - Replaced toner in Activities printer.
 - Nurses reported intermittent issue with phone when answering a call and it doesn't pick up. The phone was replaced.
 - Disabled Employees AD account and removed email account.
 - Created accounts for AD and email for a couple temporary Dietitians. Set up Desktop on the PC they will be using.
 - Ordered 5 replacement tablets at Nursing Home, existing ones are failing and non-compliant due to age.
 - Setup new printer in MDS office.

SO – Sheriff's Office\Dispatch

- Resolved windows update issue on MDT(s)
- Setup account for new EMS service in Littleton.
- Completed setup of accounts for Haverhill PD to access GCSO records lookup.
- Resolved updates issues on training laptops for Communications Director.
- Resolved issue of conflict between dispatch software and AV software on console and directors system.
- Investigated an issue that occurred with one of the Deputy PC's that powered off unexpectedly. It seemed to be the power cord that would not fully seat in the PC power supply.
- Bailiff could not make changes to table they work out of. It was in Read-Only mode. Suggested that the file was open somewhere else. After closing and reopening that file, it opened in normal mode.

ITM Ruggles stated that he is working on his budget and he is looking to create a policy for laptop replacement and is looking for backing from department heads and the Commissioners when he presents his budget to the Executive Committee. He stated that they have verbally agreed to five (5) year replenishment and last year the Executive Committee asked him to go six (6) years. He stressed the importance of the computer systems to county operations and that keeping these systems up to date and replacing them on a cycle is very important. He asked the Commissioners what their thoughts were on coming up with a policy. The Commissioners all agreed that creating a policy would be in ITM Ruggles' best interest and would have a lot of value. ITM Ruggles discussed more details about this topic and answered questions from the Commissioners.

ITM Ruggles noted that another issue that he has had as of late is department heads purchasing their own technology. He stated that this leads to many problems with the IT Department because not all software works well with what the county operates with. He stated that he believes that his job description says that IT is responsible for selecting and purchasing software items throughout the campus. He noted that it is important for departments to utilize IT as they

are trained in this field. ITM Ruggles stated that he is looking to create a policy for this as well stating that the IT Department needs to make any software purchases throughout the campus. Commissioner Lauer asked if he has mentioned this at their department head meetings. He stated that he has not but noted that the department head handbook may be a good place to list this item.

Commissioner Lauer asked if everyone had a chance to read the minutes from the February 20th meeting. Commissioner Piper and Commissioner Lauer had a few edits.

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

The Commissioners signed check registers 50; 1135-1139.

January Financial Reports:

Monthly Variance Report

Revenue

CA Libby stated that they continue to see a lot of departments running behind but the Nursing Home is doing much better. She noted that she had a long discussion with FM Kimball about milk prices.

The Sheriff's Department continues to show behind due to how the quarterly billing is sent out.

Alternative Sentencing is showing behind in revenue as well. CA Libby explained that they are not expending funds as much as they had anticipated therefor not receiving the reimbursement from the state.

She noted that the Register of Deeds is having a good year.

Expense

CA Libby stated that Alternative Sentencing is over expended but she has not transferred the money over to cover the Administrative Assistant position.

CA Libby stated that contracted nursing continues to be an issue at the Nursing Home.

Pro-Rated Report

CA Libby stated that they are \$136,000 under revenue projections and \$1 million under expended. They currently have an unassigned fund balance of \$1.9 million.

CA Libby stated that she needs direction from the Commissioners on their FY19 budget. She stated that they had budgeted this year for a Commissioner to attend the NACo Conference but they are not attending. She asked if they want her to budget for it again this year. The

Commissioners were all in agreement that they do not want to budget for one of them to attend the NACo Conference next year.

Consultant Line – CA Libby asked the Commissioners what they would like to do in regards to the social services consultant in FY19. Commissioner Piper stated that she feels they should increase the consultant line and look to hire a consultant to review social service applications next year. She said that she understands the BOC had traditionally used a consultant for this purpose, and that the practice was stopped because the consultant retired. She noted that a financial consultant might bring a very helpful assessment due to their expertise in the field. After more discussion the Commissioners agreed to add \$10,000 to the consultant line and they will discuss it further during the budget meeting.

Commissioner Issues

Commissioner Ahern received a call from Senator Giuda. The Electric Freedom Bill (SB443) has been passed in the Senate and is now in the house. If this is passed it would allow the County to shop elsewhere for electricity other than Woodsville Water and Light. He asked Commissioner Lauer and Commissioner Piper to talk with their legislators and asked them to support the bill.


Commissioner Ahern stated that he will be doing his next update on PBTv tomorrow.

Commissioner Ahern stated that he has been trying to help out young lady who is a doctoral candidate from UCLA. She is doing her Doctoral Dissertation on Wealth, Poverty, Civic Engagement and Family Dynamics. She is looking to interview families in Grafton County that have children who are in Elementary School. This interview can take up to two (2) hours. He stated that she did a very nice presentation at the Plymouth Rotary Club.

CA Libby asked for clarification on the legislation regarding the Register of Probate. She wondered who would actually be paying this individual, the state or the county. Commissioner Piper stated that the counties would set the salaries. She stated that she was almost positive that it wouldn't cost the county money; it would all come from fees but she would confirm that and let CA Libby know.

11:18 AM with no further business the meeting adjourned.

Respectfully Submitted,


Wendy A. Piper,
Clerk

MHC Commissioners Report

"Grafton County Mental Health Courts seek to provide an effective and meaningful alternative to the traditional criminal justice system for individuals with a mental 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	Current	New	Completed	Veterans	Prospective
ASSERT(Littleton)	12	0	0	1	10
HOH(Lebanon)	10	0	1	0	
PMHC(Pymouth)	14	0	0	2	

Comments:

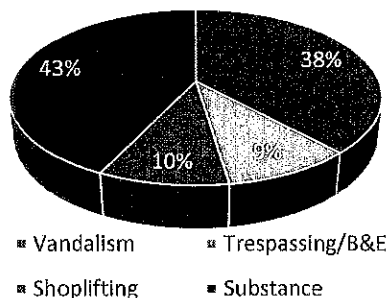
JRJ Commissioners Report

The mission of the Grafton County Juvenile Restorative Justice Program is to promote Community-based alternatives to the formal court process that;

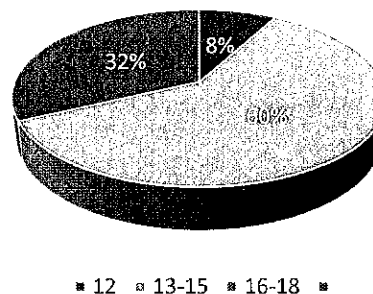
- *Intervention at the earliest opportunity*
- *Integrates restorative justice practices*
- *Promotes positive youth development*
- *Promotes safer communities*
- *Reduce juvenile crime and recidivism*

	Current	New	Completed	Victim Involvement
CADY	7	0	0	None
UVC	9	9	1	None
GCJRJ	10	0	0	None
Total	19	9	1	

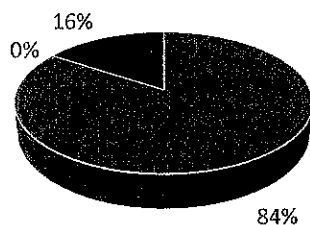
Charges



Ages



Referral Source



▪ Police ▪ School ▪ Parent/Guardian ▪ Court

Comments:

~ 2 Shoplifting Cases

~ 2 commencing tonight.

DTC Commissioners Report

Mission Statement

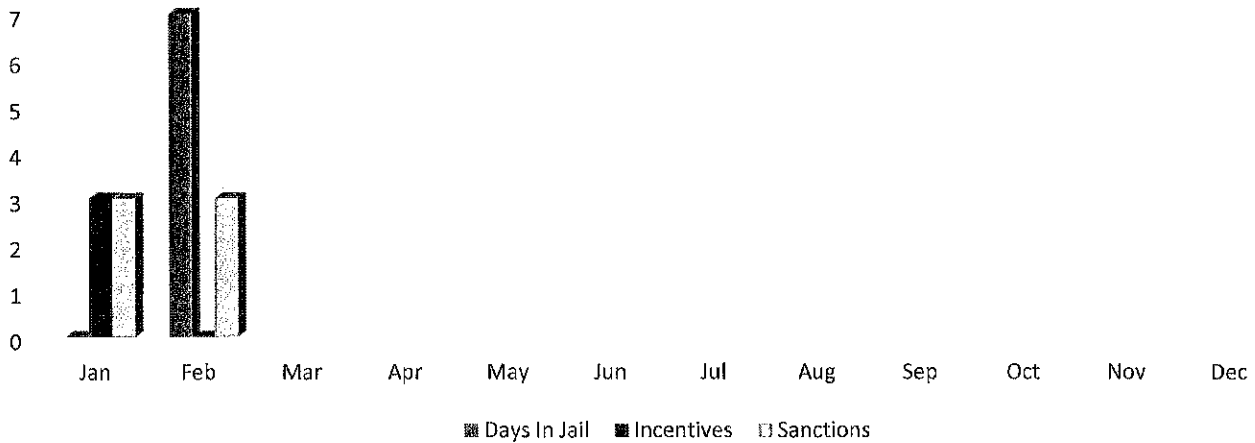
"GCDTCP (Grafton County Drug Treatment Court Program). The mission of the Grafton County Drug Treatment Court Program is to improve community safety; save lives; decrease financial costs currently incurred by the criminal justice system; and assist non-violent criminal offenders in breaking the cycle of crime and addiction. The program participants are judicially supervised with frequent court appearances, random drug testing, community supervision and the utilization of evidence based treatment practices to address and transform the participant into healthy, productive, law-abiding citizens."

Current	New	Completed	Program Fees	Prospective
21	4	0	\$130	14

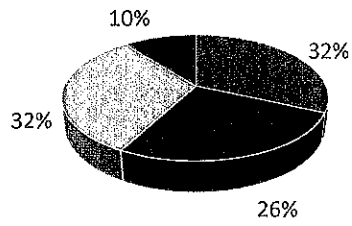
Urinalysis

Phase	Positive Result	Negative Result
1	15	26
2	0	14
3	5	4
4	2	34
5	N/A	N/A

Behavior Chart



Amount



■ Lebanon ■ Littleton ■ Plymouth ■ Lin-Wood

Comments:

~ 8 of the 14 prospective have been accepted and are awaiting court dates to schedule pleas.

~ The last 2 legacy cases will be commencing on March 12th @1pm.

AD Commissioners Report

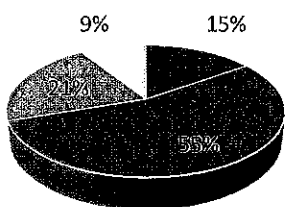
Mission Statement

"The mission of the 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.

The program is an alternative to prosecution and offers a defendant a chance to avoid a criminal conviction and other punitive sanctions including fines, probation and incarceration."

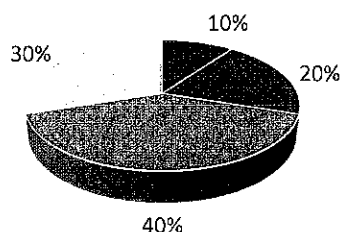
Current	New	Completed	Program Fees	Prospective
30	8	3	\$745	8

Geographics



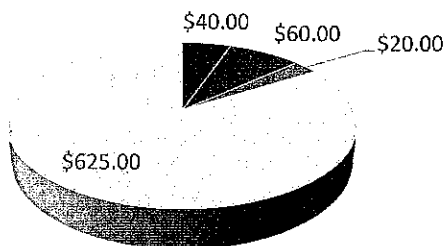
■ Littleton ■ Lebanon ■ Plymouth ■ Out Of State

Plea to Acceptance



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

Amount



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

Comments:

~ 1 participant terminated due non-compliance because she left the state.